

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

EDUCATION & RECREATION COMMITTEE

ADDITION FOR EDUCATION & RECREATION COMMITTEE

Thursday, July 9, 2009 @ 5:30 p.m., Room 200, Northern Building, 305 E. Walnut Street, Green Bay.

Resolution for Position Changes in Departments

#20a Approval of MOU for establishment of a children's memorial garden at Pamperin Park.

#20b Approval of RFP for design services for a pavement extension project on the Fox River State Recreational Trail.

News media notified by FAX/email 7/6/09

Education & Recreation Cmte & Board of Supervisors by email 7/6/09/place on their desks
7/9/09

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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair
Kathy Johnson, Vice Chair
Adam Warpinski, Pat Wetzel, Jesse Brunette

EDUCATION & RECREATION COMMITTEE

Thursday, July 9, 2009

5:30 p.m.

Rm 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of June 4, 2009.
1. Review minutes of:
 - a) Library Board (04/16/2009 and 05/21/2009).
 - b) Neville Public Museum (06/22/2009).

Communications

2. Communication from Supervisor Vander Leest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board.)
3. Communication from Supervisor Knier re: Parks Committee to improve signage to clearly outline the Fonferek property. (Referred from June meeting with motion: To hold for one month and have staff come back with a list of where they are placing their signs and request Supervisor Knier's input on where she feels the signs should be.)

Museum

4. Attendance & Admission May 2009.
5. Budget Status Financial Report for May 31, 2009.
6. Director's report.

Golf Course

7. Request for Budget Transfer (#09-40): Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Pond on Hole #17 to be dredged.
8. Financial Statistics – June 21, 2009, and Budget Status Report – May 31, 2009.
9. Superintendent's Report.

NEW Zoo

10. Request for Budget Transfer (#09-36): Increase in Expenditures with Offsetting Increase in Revenues: Request to increase restricted donations by \$1,532,25 with offsetting increase in restricted Grounds Maintenance.
11. Zoo Monthly Activity Report.
 - a) Visitor Center Operation Reports:
 - i. Admissions Revenue Attendance 2008 Report.
 - ii. Gift Shop Concessions Revenue 2009 Report.
 - b) Curator's Report - Animal Collection Report June 4-11, 2009.
 - c) Education & Volunteer Programs Report June, 2009.
12. Budget Status Financial Report for May 31, 2009.

Library

13. Budget Status Report for May 31, 2009.
14. Director's Report.

Resch Centre/Arena/Shopko Hall

15. May Attendance for the Brown County Veterans Memorial Complex.

Parks

16. Request to approve park areas open for hunting during the 2009 season.
 17. Approval of Memorandum of Understanding between WDNR and Brown County for the moving, reconstruction, maintenance and management of the Jean Nicolet statue and bronze marker to Wequiock Falls County Park.
 18. Request for Budget Transfer (#09-37): Increase in Expenditures with Offsetting Increase in Revenue: To reflect additional grant funding and donations, along with a transfer from the Port to cover the costs of the Historical Signage Project, Fox River Trail. (This item was approved at the June Planning, Development & Transportation meeting.)
 19. Budget Status Financial Report for May 31, 2009.
 20. Director's Report for May, 2009.
- #20a Approval of MOU for establishment of a children's memorial garden at Pamperin Park.
- #20b Approval of RFP for design services for a pavement extension project on the Fox River State Recreational Trail.

Other

21. Audit of bills.
22. Such other matters as authorized by law.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, June 4, 2009 at the Neville Public Museum – Museum Road, Green Bay, WI

Present:	John VanderLeest-Chair; Jesse Brunette, Adam Warpinski, Pat Wetzel
Excused:	Kathy Johnson
Also Present:	Supervisor Carole Andrews, Bill Dowell, Doug Hartman, Marv Hanson, Maria Fischer, Neal Anderson, Scott Anthes, Lynn Stainbrook, Lori Denault, Terry Watermolen, Eugene Umberger, Becky McKee, Media

I. Call Meeting to Order:

The meeting was called to order by Chairman John Vander Leest at 5:49 p.m.

II. Approve/Modify Agenda:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. Approve/Modify Minutes of May 7, 2009.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. Review Minutes of:

- a) Library board (3/19/09).

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE 1a. Vote taken. MOTION CARRIED UNANIMOUSLY.

Communications

- 2. Communication from Supervisor Knier re: Park Department to look into getting rezoning on the Fonferek Park property for the dog park (referred from May County Board).**

Chair Vander Leest stated that at this point this issue had been defeated at County Board and questioned if staff had any comments in regards to it. Doug Hartman, Assistant Park Director stated that it still needed to be rezoned which should have been done in 1991 when it was purchased. He stated he had filled out an application and is in the process of getting a check cut to pay the \$200 fee associated with rezoning.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III

3. **Communication from Supervisor Knier re: Parks Committee to improve signage to clearly outline the Fonferek Property.**

Hartman stated that Supervisor Knier was at the Public Safety meeting and there was discussion regarding the Sheriff helping with the issue. He explained that additional signs have also been ordered. Supervisor Warpinski suggested holding for one month to have staff work with Supervisor Knier and neighbors and report back.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO HOLD FOR ONE MONTH AND HAVE STAFF COME BACK WITH A LIST OF WHERE THEY ARE PLACING THEIR SIGNS AND REQUEST SUPERVISOR KNIERS INPUT ON WHERE SHE FEELS THE SIGNS SHOULD BE. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. **Communication from Supervisor Vander Leest re: Request to find a more suitable location for a dog park in Brown County (referred from May County Board).**

Supervisor Vander Leest stated that Supervisor Erickson had informed him that he was working on this issue but may have a location in mind on the corner of Newberry Ave. and Alpine Dr. that potentially could be a suitable area for Brown County and at very little cost.

Hartman stated there was a big open space but there were more neighbors there then Fonferek and it had limited parking.

A MOTION WAS MADE BY SUPERVISOR VANDER LEEST AND SECONDED BY SUPERVISOR WARPINSKI TO HAVE STAFF WORK WITH SUPERVISOR ERICKSON ON THE OPPORTUNITY AND REPORT BACK. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. **Communication from Supervisor Vander Leest re: Request to develop a parking pass program for volunteers at downtown library to avoid volunteers to have to plug meters every few hours during volunteer programs for the Brown County Library (referred from May County Board).**

Supervisor Vander Leest stated that this was brought to his attention and questioned if there was a way to work with the Library to give volunteers a type of parking pass to relieve them from having to plug the parking meters. Lynn Stainbrook, Library Director responded that they do reimburse their volunteers who request it if they park in the parking ramp but they don't often publicize it due to not having a budget for parking. She continued that they would like to maintain the street parking for people who want to come and go quickly. It was her understanding that the City manages the parking meters that are located in the library parking lot. The library receives the revenues after the management costs are deducted.

Supervisor Warpinski suggested securing parking passes debited off the library for the ramp that a volunteer could check out. He agreed that customers should have access to the library and volunteers are an internal issue. Stainbrook stated that it was a delicate subject because they value their volunteers and couldn't do without their volunteers.

III

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO DIRECT LIBRARY STAFF TO DISCUSS POSSIBLE PARKING SITUATIONS WITH THE CITY OF GREEN BAY AND THEIR RAMPS WITH THEIR VOLUNTEERS AND REPORT BACK IF THERE IS ANY BOARD ACTION NEEDED. Vote taken. MOTION CARRIED UNANIMOUSLY.

6. **Communication from Supervisor Vander Leest re: Request to require that all Park Trust Fund records be kept to show the amount in the fund for each project (referred from May County Board).**

Hartman stated that they have the tracking software now and believed this issue had been originated from previous to 1996 in which they can't find detailed records. He felt this was a reflection of what happened years ago.

It had been brought to Chair Vander Leest's attention from Administration that if they were going to approve the dog park at the last County Board meeting that they also make a greater attempt for documentation and questioned if there had been any further discussion. Jayme Sellen, Legislative Assistant stated that she believed it had all been worked out.

Bill Dowell, Facility Management Director, stated that they had a couple meetings with Administration Director, Lynn Vanden Langenberg, and it was decided that Lynn wanted something more formal but Dowell wasn't sure where to go from there. He felt they were o.k. with their record keeping now because they have the RecTrac software. RecTrac is a comprehensive, fully integrated software package that can automatically process many types of transactions involved in providing recreation and park services.

Discussions ensued in regards to what the Park Trust Fund is to be used for and it was decided to have the Park Department come back next month to let the committee know the mission purpose they want for the Park Trust Fund and to enclose what is in the fund. As a committee they can discuss if they agree with the mission and then can vote on it.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Museum

7. **Attendance & Admission April, 2009.**

Chair Vander Leest thanked the museum staff for hosting the meeting and stated that the "Hometown Advantage: The Packers and the Community", video exhibit was excellent. He wanted to compliment all the parties that were involved with the video and hopes people are enjoying it and the Packers are partnering with the museum and telling their fans to come check out the video because there is great footage. Museum Director, Gene Umberger, responded that there was a brochure regarding the video at the Packer Hall of Fame.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III

8. **Budget Status Financial Report for April 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. **Director's Report:**

Mr. Umberger and Becky McKee referred to their Museum Report – April/May in the packet and highlighted the significant events that took place during May.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Parks

10. **Budget Status Financial Report for April 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Director's Report for April 2009:**

Hartman reported on the following:

- They are looking at the Jean Nicolet monument more closely with the DNR & Town of Scott and things are moving along.
- Hartman is working on fixing park addresses, when police are called to the location it shows up as one of the park neighbors addresses. Supervisor Wetzel questioned if it was a zoning issue, Hartman responded that he would look into it.

Marv Hanson was present and highlighted items from his Director's Report located in the packet.

Dowell addressed the Brown County dog park fundraising stating that there was discussion regarding having a Memorandum of Understanding to outline procedure that should be followed for fundraising. He stated they had worked one out and had Corporation Counsel take a look at.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Library

12. **Budget Status Report for April, 2009:**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

III

13. Director's Report:

Stainbrook provided handouts re: Brown County Library Summer Reading Program (www.browncountylibrary.org), Art Attack and the May, 2009 Library Report (attached) and reported on the following:

- Stainbrook noted that the library had partnered up with Green Bay Metro for the Summer Reading Program. GB Metro is sponsoring free bus rides for kids that show their library cards on Wednesday's throughout the summer and will display posters that promote their Summer Reading programs. Studies show that children who read during the summer come back to school more prepared. If they don't read they can lose as much as three months per every month they do not read.
- The Library continues to work on their automation agreement and is having some problems with peripheral equipment, such as self-checks, automated telephone notification and cash drawers working with the OWLSnet system.
- There is no news to report on the Federal Stimulus Dollars. Another letter went to the Governor with flyers from children with comments about how much they love the library.
- The Library Board had been presented with a landscaping design for the park garden area next to the Central Library from a student at N.W.T.C.
- Library administration will be meeting with the Ashwaubenon President, some Ashwaubenon village board members, Supervisor Wetzel and others interested in a larger Ashwaubenon branch.
- Supervisors were invited to attend the Summer Reading Program kick-off event on Saturday from 10 am – Noon at the Central Library.

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

Resch Centre/Arena/Shopko Hall

14. April Attendance for the Brown County Veterans Memorial Complex:

**A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

New Zoo

- 15. Request for Budget Transfer (#09-29): Increase in expenditures with offsetting increase in revenues: Request restricted donations revenue with offsetting increase in restricted travel, conference & training.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO SUSPEND THE RULES TO TAKE ITEMS 15, 16 & 17 TOGETHER. Vote taken. MOTION CARRIED UNANIMOUSLY.

- 16. Request for Budget Transfer (#09-30): Increase in expenditures with offsetting increase in revenues: Request restricted donations revenue with offsetting increase in restricted special even expense:**
- 17. Request for Budget Transfer (#09-31): Increase in expenditures with offsetting increase in revenue: Request restricted donations revenue with offsetting increase in restricted supplies & expense:**

III

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO APPROVE ITEMS 15, 16 & 17. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. Zoo Monthly Activity Report.

a) Visitor Center Operation Reports:

i. Admissions Revenue Attendance 2008 Report:

Attendance was up 12% for the month of May and 30% for the entire year.
Revenue was up 6%, 16% year to date.

The ATM is now up with transactions to date at \$5,210; the revenue from ATM transactions to date is \$230.

ii. Gift Shop Concessions Revenue 2009 Report:

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE 18a. Vote taken. MOTION CARRIED UNANIMOUSLY.

b) Curator's Report - Animal Collection Report May, 2009:

NEW Zoo Director, Neil Anderson, reported that they had their annual USDA inspection which is unannounced. He handed out the Inspection Report (attached) and stated it went very well; they received positive feedback and it is great for their future accreditation.

Anderson further reported that this past weekend their curator went to Minnesota and picked up 3 week old linx kittens that will go on exhibit in a month or two. Swans are scheduled to hatch any day now and they are currently looking at a future exhibit of a young cougar about 6 weeks old that was found in Oregon.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

c) Education & Volunteer Programs Report May, 2009:

Anderson stated they are really busy and this is the time of year when their volunteers start coming back.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. Budget Status Financial Report for April 30, 2009:

Anderson reported that they had hoped to have the Mayan Food Court up and running by the beginning of October before the Zoo Boo.

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A curbing company from the Valley came out and did the curbing on the island in the front of the zoo for free. They also plan to come back and do curbing outside the Mayan as well all for free.

A copy of the PowerPoint Presentation re: the Sustainability Plan workshop with Foth was handed out to the committee members.

A MOTION WAS MADE BY SUPERVISOR BRUNETTE AND SECONDED BY SUPERVISOR WARPINSKI TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

20. **Request for a waiver of the Contract Fee and \$5.00 Admission Fee for "Feast with the Beasts" from the N.E.W. Zoological Society, Inc. On August 3, 2009:**

Chair Vander Leest wanted to Thank the N.E.W. Zoological Society for their donations and for all their work and assistance and support to create awareness of the NEW Zoo to raise funds for educational activities. The zoo is doing a really good job, there are only five zoos with the AZA accreditation in the country that are on the Enterprise Fund (no tax levy dollars) and he believed that the NEW Zoo is a model for the whole nation by how well the zoo is running.

Anderson responded that the NEW Zoo is the only one in that group that does not receive any endowment funds for its operated funds.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Golf Course

21. **Budget Status Financial Report for April 30, 2009:**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. **Financial Statistics – May 17, 2009:**

Scott Anthes, Golf Course Superintendent reported that the senior special that was introduced this year increased their senior play compared to last year by 75%.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

23. **Request for Budget Transfer (#09-32): Interdepartmental transfer (including contingency or general fun transfers): Transfer funds from Land Conservation to Golf Course to reimburse for cost shared expenditures to reinforce the stream on hole #9 paid by 70/30 split between the Golf Course and Land Conservation.**

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY

III

SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

24. Superintendent's Report:

Anthes reported on the following:

- They were supposed to host the Pro Super at the golf course but it had been postponed till September due to rain.
- Outings scheduled are Los Banditos, WPGA Junior Tour, and Brown County Women's Annual.

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR BRUNETTE TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

25. Audit of Bills.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR WETZEL TO PAY THE BILLS. Vote taken. MOTION CARRIED UNANIMOUSLY.

26. Such other matters as authorized by law:

July Meeting – Tentatively July 9th, 2009
July Agenda item - August meeting date & location.

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to adjourn at 7:00 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

III

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on April 16, 2009 at 6:00 p.m. at the Southwest Branch of the Brown County Library, 974 Ninth Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, PAUL KEGEL, KIM LA PLANTE, PAUL SCHIERL, TONY THEISEN

EXCUSED: JOHN HICKEY, KATHY PLETCHER

ABSENT: CARLA BUBOLTZ

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); BOB BOCHER, (Department of Public Instruction) and JODY LOVAJ (Southwest Branch Library manager)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

Terry Watermolen recommended moving agenda item #8 to follow agenda item #3 to accommodate Bob Bocher's travel schedule. Motion by Kegel, seconded by Theisen, to move agenda item #8 to follow agenda item #3. Motion carried. Motion by Theisen, seconded by Kegel, to approve the modified agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the March 19, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

Terry welcomed Jody Lovaj. Jody is the Southwest Branch Library manager. Jody spoke about improvements that have recently occurred. These included a new ceiling and lights; new furniture and a kitchen combo purchased by the Friends of the Brown County Library; new shelving purchased in honor of former County Supervisor Harold Kaye; a new children's area rug; and additional books for parents received through the LSTA grant that created Parent/Teacher Resource Centers at the Central Library and Southwest and East branches. Handicap doors were recently installed and the office and hallway were painted. The collection has been rearranged for easier browsing and customers have given positive feedback about the changes. Paul Kegel asked about the kinds of programming the library offers and Jody talked about story times, special events such as the annual carnival in which the neighborhood association is actively involved; adult computer classes; and the recent organization and clutter-control workshops. The neighborhood association's newsletter includes a page about the library and library services. Jody commented that she has seen increased demand from jobseekers for resume writing materials and Internet/computer use. The branch also has a blog; about 29,000 materials; is open Monday-Saturday and has 2 full-time staff and 4 part-time clerks.

OWLSnet

Terry welcomed and introduced Bob Bocher, automation consultant for the Department of Public Instruction. As Brown County Library considers joining the OWLSnet consortia, Bob was present to address the concerns and answer the Board's questions about automation and OWLSnet including an opt-out process if needed, control, and financial commitments. Bob gave a history of shared automation systems and how technology services - especially a computerized circulation process - were really needed and desired by the smaller libraries. Wisconsin has 17 systems of which 388 public libraries belong. Shared systems receive state aid and are responsible for offering continuing education opportunities and tech services and have been successful overall. The Board expressed concern about control once part of a consortium. Bob indicated that OWLSnet works by consensus through their AAC committee. The goal of consortiums is to increase access to collections. Denise asked if the state is moving towards a statewide system. Bob replied that the regional systems are in place and are operating successfully. It probably wouldn't be a politically or financially easy move. WISCAT is the state's catalog and its purpose was primarily to assist schools but is not an integrated state-wide catalog. The conversation turned to the library's collection. Terry expressed the library's responsibility to the Brown County taxpayer and asked if BCL would be the source of books to all the other consortium member libraries at the expense of the county. Bob replied that we would likely be a net borrower not a net lender.

Since BCL already has so many systems in place already, concern really centers on what is best for the patron from the patron's perspective. The state audit report on regional libraries indicates that there is overall satisfaction among the libraries that belong to a consortium. Denise commented that it makes sense that the small libraries are happy. What do the larger libraries think? They see being a net borrower as an advantage. Typically, a larger library (usually the Resource Library) invites small libraries to form a consortium. This scenario is different because the consortium has been formed among the small libraries and the BCL is the library considering joining. It is agreed that it is not a simple or easy process and problems will have to be discussed and worked on. Regarding decision-making, the library and the library board would give up some authority because decisions are made by the whole and may sometimes go to a vote by the AAC. The number of votes available for a library is based on funding. BCL would not have the power to rule on decisions. Libraries have to come to agreement on how to handle differences like reserves, rentals, online catalog, policies, circulation policies, delivery, collection agency use, Tele-circ, Interloan processes, self-check, etc. Lynn asked if NFLS subsidizes any of the costs. What is NFLS' state aid paying for? Individual system libraries pay for their membership not the system itself. Some have embedded subsidies. Some may pay for catalogers; they contribute to desktop PC support, delivery services, Internet access, telecommunication costs and content databases that don't overlap with Badgerlink. Terry asked if one ILS vendor is better than the other. Bob replied that there used to be several companies but many have disappeared and the ones that are left can only 'cannibalize' the customers from their competitors. Some handle the processes better than others. The emphasis needs to be placed on the differences the customers see. Tech support is another important consideration. Terry asked if DPI ranks the ILS vendors. They do not but will intervene if a library notes dissatisfaction on their annual report. Bob stated that OWLSnet has a good staff level. Consideration must be given to staff turnover, support and the investment made in training staff. Kim noted that NWTC's library belongs to a consortium and they enjoy the expertise of all participating librarians. BCL has many questions about if the library's existing peripherals would be compatible with another system and what would the costs add up to for additional licensing. It was reiterated that BCL would be joining not merging and the OWLS board has final authority. The autonomy of the Library Board would be compromised. BCL would be following the rules already established by small libraries. Lynn has explored Sirsi/Dynix and Innovative and wondered if she should also have explored Polaris. Bob didn't feel it was necessary to review them at this point. Lynn distributed a sheet that highlighted the circulation policies that BCL would have to change to comply with OWLSnet – these changes would ultimately affect the public. BCL would have to give up the Rental Collection because OWLSnet has an opposing philosophy. Again, it is important to consider how the library user is going to adapt to these changes. Stumbling blocks for BCL would be loss of the rental collection, telephone notification system and the use of collection agency.

Bob Bocher left the meeting at 7:45 p.m.

FACILITIES REPORT

Bob Rocque reported that the library took delivery on a new maintenance truck and the library's logo and website was applied. Additional lights were installed and the fireplace was fixed at the Weyers-Hilliard Branch. The bids for the facility assessments were in and will be reviewed by Paul Schierl, Bob Rocque, Lynn Stainbrook, John VanderLeest and Nate Curell from Facilities. After a joint rating and selection, a recommendation will be made to the Library Board, then to the Ed & Rec Committee and finally the County Board. The ranking criteria were previously determined.

ACCOUNTANT'S REPORT

a. **Financial Report** Lori Denault presented financial report for March, 2009. Motion by Kegel, seconded by La Plante to approve the March, 2009 financial report. Motion carried.

b. **Acceptance of Gifts Grants and Donations** Motion by Kegel, seconded by Pletcher to approve the March, 2009 Gifts, Grants and Donations as follows:

March, 2009

Gifts & Donations

Ashwaubenon Lions Club	2,000.00	Ash. Special Needs Software
Local History & Genealogy Participants	73.00	Local History & Genealogy
Local History & Genealogy Participants	36.00	Local History & Genealogy
Gordon & Kimberly Kendall	100.00	Library Improvements
Friends of the Brown County Library	147.91	SW Puppets
Friends of the Brown County Library	140.95	Children's Globe
Friends of the Brown County Library	299.99	Children's Digital Frame
Friends of the Brown County Library	78.79	WH Faux Fish Tank
Friends of the Brown County Library/Proctor & Gamble	1,000.00	Book Alive Program
Local History & Genealogy Participants	10.00	Local History & Genealogy

Anonymous	75.30	Summer Reading Program
Ashwaubenon	41.63	Donation Box
Bookmobile	5.50	Donation Box
East	52.37	Donation Box
Weyers/Hilliard	32.30	Donation Box
Central Circulation	81.53	Donation Box
Kress	10.00	Donation Box
Adult Services	13.46	Donation Box
Pulaski	85.40	Donation Box
Southwest	40.59	Donation Box
Wrightstown	12.79	Donation Box
Total Donations	\$ 4,337.51	

Federal & State Grants

Nicolet Federated Library System	\$ 40,821.46	Collection Development
Total Grants	\$ 40,821.46	

Motion carried.

CARRYOVER FUNDS UPDATE

Lori distributed an updated report for informational purposes only. Lori briefly mentioned the new ERP system the county is implementing. She is serving on two county committees charged with the set-up and operation of this system.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly Update

Denise gave an update on the Gates PC Grant per Mark Merrifield and on behalf of John Hickey, reported that the accountants should be finishing the audit soon. The internal controls are fine and a separate report will be mailed to board members before the June meeting. Regarding the balance sheet, most of the investments are held in the local government investment pool. Terry asked about the funds held in reserve (about \$1.3 million in money markets but includes the OWLSnet payment from the NFLS member libraries). The question of what the excess reserve funds are used for still exists. An answer will be sought for the May meeting. A different company will be hired next year because this firm will be providing the payroll services for NFLS. NFLS has an open position for an assistant to the Director. Due to excess LSTA funds, monies are being divided among systems for job training-related programs. NFLS is receiving around \$14,000 for this purpose.

FOOD and BEVERAGE POLICY

An updated policy was presented to the Library board for approval. The policy allows for beverages in 'spill-proof', re-sealable containers to be brought into the library. Some limitations and exclusions apply. The full policy is posted on the library's web site. **Motion** by Kegel, seconded by La Plante to approve the Food and Beverage Policy. **Motion carried.**

PRESIDENT'S REPORT

Terry announced that Lynn was appointed to the LSTA committee and sees this as significant as this advisory committee determines allocations of the grant funds. Terry also congratulated Sandra Heinzl as being elected as President of the Friends of the Brown County Library. Terry is pleased with the progress being made on the engineering assessments as well as knowing that the library is offering computer programs for adults.

DIRECTOR'S REPORT

Lynn reviewed her list of meetings from the past month and mentioned that Gerri Gribi, who oversees the sorting of donations for the Friends' Used Book Sales was nominated for and was the runner-up for the Adult Volunteer of the Year award at the WPS Volunteer Awards breakfast. Congressman Kagen is holding a listening session at the Central Library. Lynn hopes to take him on an infrastructure tour to show the library's needs. The Friends of the Library Used Book Sale will take place May 5-9. Lynn encouraged attendance at NFLS Trustee Day at the Weidner Center on May 9. Circulation statistics show a 12% increase over March, 2008. People count is also up. Lynn is working on the paperwork for Senator Herb Kohl's appropriations bill for 2010. Lynn mentioned that the library's foreign language collection has been weeded heavily. Paul asked for a discussion at the May meeting regarding book budget allocation. Rick Krumwiede, OWLSnet Director, will be invited to attend the next meeting.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Bellmore, seconded by Schierl, to adjourn the meeting. **Motion carried.** The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

May 21, 2009
Central Library Board Room
515 Pine Street, Green Bay
6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on May 21, 2009 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, PAUL SCHIERL

EXCUSED: DENISE BELLMORE, TONY THEISEN

ABSENT: CARLA BUBOLTZ

ALSO PRESENT: LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); and SALLY HRONEK, (Presenter)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Pletcher, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the April 16, 2009 meeting minutes stand approved. There was one change to the May 18, 2009 minutes. The word 'end' was changed to 'bottom' in the 6th paragraph of the OWLSnet section. Motion by LaPlante, seconded by Pletcher, to approve the modified May 18, 2009 minutes. Motion carried.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

Through Northeast WI Technical College's Community & Regional Learning Services Division, Sally Hronek, a NWTC Landscape Horticulture Program student has been working with the Central Library since early 2008 to develop concepts for a re-design of the Central Library's garden as her class project. After meetings with staff, research and information gathering, Sally presented her final project to the Library Board. Her design was created with the following needs of the library in mind: low maintenance; suitable for large groups to accommodate library programs, suitable for individual use; mixed plantings, lighting and irrigation. To support a long-term, sustainable green space, attention was given to materials and products that offered cost-savings and were environmentally friendly, including recycled materials. Sally's PowerPoint demonstrated the before and after of the Wood Memorial Garden should this conceptual plan be implemented. As part of the project, Sally also presented a color manual that provides schematic drawings, plant options, maintenance tips and an irrigation plan. Specific details could be developed by a landscape architect and engineer. Terry asked about the use of the garden and Sue Lagerman replied that the garden area is used for library programming (the annual Summer Reading Program draws over 500 people); water programs for children are conducted in the garden, and many downtown employees and library staff enjoy sitting and reading or having their lunch in this area. There is also the opportunity to partner with local artisans who display their work throughout the downtown area and have their work be used in the garden on a rotating basis.

An estimation of costs, should the library seek out the appropriate professionals to do the work, was distributed. Sally also mentioned that other classes at NWTC could do some of the work. Some work is best left for professionals. Mary Ryan has had some conversations with garden clubs and possible donors.

Paul Schierl asked about possible future changes to the drive-up window and traffic pattern. Bob Rocque has some alternatives to improve the traffic pattern through the parking lot. Kim commented that she liked the plan and thought it complimented the library as a whole. Paul Kegel questioned the expansion of the library and the impact on the garden. Lynn replied that the expansion would be on the Pine Street side and would not affect the garden. Paul Schierl recollected the importance of looking at everything as a whole. Terry agreed and said that the presentation and design was helpful to the conceptual direction and it will be important to plan for this and to know how it will fit in to the

overall plans for the Central Library. Terry thanked Sally for her presentation and the obvious time and careful work she put into her project.

FACILITIES REPORT

Bob Rocque reported that the soffit and fascia installation at the Southwest Branch was complete.

The engineering assessment RFPs also included proposals for energy audits. The County bonding will cover the engineering assessment for the Central Library only and a pre-design by an architect. The energy audit will be conducted at the five county-owned library buildings. Bob, Lynn, Paul Schierl, Kurt Hogarty (B.C. Purchasing), and Nate Curell (B.C. Facilities) have been reviewing the RFPs. The committee had a recommendation of a firm to conduct the engineering assessment and references are being checked. A decision has not yet been made on the energy audit but the committee will meet again next week. **Motion** by Hickey, seconded by Pletcher, to authorize the committee to select a company to conduct the energy audit. **Motion carried.**

Discussion continued on the selection of an architect that specializes in libraries and has library experience. Lynn had asked Bill Dowell if the Library Board can hire who they want and Bill agreed that the library can interview and hire an architect. Paul Schierl stressed the importance of showing that the library can look nice while being efficient and functional. Terry suggested setting up a committee to collect information, set the selection criteria and start the process of seeking out a qualified architect. Pre-selection will be done by the committee with recommendations brought to the Board.

OWLSnet

The Board agreed that the special meeting held on Monday evening with Rick Krumwiede was very insightful and beneficial. Kathy Pletcher was pleased with Rick's honesty and echoed his comment that the Board has the right to join if that is the chosen direction and if it doesn't feel right, than the library shouldn't join. Generally speaking, shared systems are good but there are some things that feel uncomfortable at this time. Kim felt that the collegial attitude and decision-making process was very good and all libraries are protected. Three issues seem to stand out – the compatibility of peripherals, use of a telephone notification system and continuance of the Rental Collection. A letter will be written addressing these issues and sent to Mike Cross (DPI), Rick Krumwiede, (OWLSnet), Mark Merrifield (NFLS) and NFLS member library directors. Paul Schierl noted that it is crucial that we have a clear understanding on these and other issues. He would like the Board to review the table of comparisons that has been worked on by staff. There are options for the Library and all need to be considered. The Board agrees that there should be flexibility in the consortium – particularly where it doesn't affect the other constituents. Kathy Pletcher commented that having a mind set of "all being the same" is not a good system.

GATES GRANT ADDITIONAL PC ALLOCATION

The library is eligible to receive an additional Gates Grant PC with a \$1300 match in 2011(FY). **Motion** by Schierl, seconded by La Plante to approve acceptance of the additional Gates Grant PC. **Motion carried.**

ACCOUNTANT'S REPORT

a. **Financial Report** Lori Denault presented financial report for April, 2009. **Motion** by Kegel, seconded by La Plante to approve the April, 2009 financial report. **Motion carried.**

b. **Acceptance of Gifts Grants and Donations** **Motion** by Kegel, seconded by Pletcher to approve the April, 2009 Gifts, Grants and Donations as follows:

April, 2009

Gifts & Donations

Friends of the Brown County Library	542.37	Ashwaubenon chair
Friends of the Brown County Library	3,340.00	Kress media check
Friends of the Brown County Library	74.97	Pulaski Wii game
Friends of the Brown County Library	(147.91)	SW puppets
John & Rosalie Shier - In Memory of Bock, Naze & Valenti	110.00	Materials
Friends of the Brown County Library	2,635.40	SW bench & PL displays
Ashwaubenon Lioness Club	400.00	Large Print Materials
Ron Meisel	11.00	Library Improvements
Ashwaubenon	31.03	Donation Box
Bookmobile	7.25	Donation Box
East	78.01	Donation Box

Weyers/Hilliard	48.35	Donation Box
Central Circulation	67.47	Donation Box
Kress	17.74	Donation Box
Adult Services	16.38	Donation Box
Pulaski	15.75	Donation Box
Southwest	26.75	Donation Box
Wrightstown	12.70	Donation Box
Total Donations	\$ 7,287.26	

Federal & State Grants	\$ 5,805.00	Database
Nicolet Federated Library System	\$ 5,805.00	
Total Grants		

Motion carried.

BUDGET

a. **Approval of Strengths, Weaknesses, Opportunities and Threats (SWOTs)** Lynn distributed a draft of the SWOTs (strengths, weaknesses, opportunities and threats) and corresponding narrative. She noted that the landscape plan would be added as another sustainability opportunity. Action steps will be finalized upon approval of the SWOTs. **Motion** by La Plante, seconded by Kegel, to approve the SWOTs for the 2010 budget. **Motion carried.**

b. **Book Budget Allocation** Lynn discussed the recent decision made by the Collection Development Committee to, due to their age, withdraw all world language books except Spanish and Hmong. Demands for other world languages will be assessed through the year to determine if another language is needed. Funds for the Spanish collection will be allocated for language-learning materials; cookbooks; business; repair, home maintenance and similar subjects.

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly Update** John Hickey reported that the audited financial reports are due to the NFLS Board on June 14. Denise is on the personnel committee which will be completing the executive director evaluation. This form was sent to NFLS employees and library directors. John suggested that any comments of particular interest to Brown County could be sent to him or Denise for inclusion in the evaluation. Terry complimented the Brown County representatives for the great job they've done in improving the processes. John responded that the Audit Committee was a big step forward.

PRESIDENT'S REPORT

None.

DIRECTOR'S REPORT

Lynn's report included Representative Kagen's visit and tour at the Central Library; a packet of letters written by children on why they love their library will be sent to Governor Doyle; the SEEDs group is interested in fundraising for solar panels at the Kress Family Branch Library; and comments from the WAPL conference. The Budget Workplan calendar was distributed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Pletcher, seconded by Schierl, to adjourn the meeting. **Motion carried.** The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

June 18, 2009

Weyers-Hilliard Branch Library
2680 Riverview Drive, Green Bay, WI 54313
6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary

1a

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, June 22, 2009, at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Kramer Rock, Charlie Schrock, Adam Warpinski

EXCUSED: Kathy Johnson, Pat Wetzel

ALSO
PRESENT: Gene Umberger, Jill Champeau, Becky McKee

1. **CALL MEETING TO ORDER**

Chairman Kevin Kuehn called the meeting to order at 4:30 p.m.

2. **APPROVE/MODIFY AGENDA**

Motion made by Charlie Schrock and seconded by Kramer Rock to approve the agenda. Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **APPROVE/MODIFY MINUTES OF MARCH 23, 2009**

Motion made by Adam Warpinski and seconded by Charlie Schrock to approve the minutes. Vote taken. MOTION APPROVED UNANIMOUSLY.

4. **DEACCESSIONING REPORT**

Two items being requested for deaccessioning:

- Quilt (recorded in 1940) with red pieced triangular patches, which is in very poor condition. Means of disposition would be to a consignment auction.
- Two concrete bases for an anchor and propeller currently located outside in front of the museum. The concrete bases will be dismantled and the anchor and propeller will be housed inside of the museum. They have become very worn and no longer fit in with the updated landscaping, which is still being worked on.

Motion made by Kramer Rock and seconded by Charlie Schrock to deaccession a quilt (Object #800/346) and two concrete bases (Object #10,913/1981.26). Vote taken. MOTION APPROVED UNANIMOUSLY.

5. **COMPACT STORAGE**

We have been moving along with our plans to obtain compact storage. Kevin Kuehn expressed the desire to officially submit a bonding proposal request to the Department of Administration and County Executive for this project. Gene has worked up a draft bonding proposal request, but is still waiting on some information and price quotes from Facilities Management for various parts of the project which they will do in house or contract out. Gene hopes to have this information in time to submit the request, which is due to Administration by July 3. The Department of Administration and County Executive

considers all departmental requests and prioritizes the projects into a 5-year plan. Gene indicated that he would like to see this project started as soon as feasible.

Motion made by Kramer Rock, and seconded by Charlie Schrock, that the Neville Public Museum Governing Board respectfully submits a request for approval of a bonding proposal for compact storage at the Neville Public Museum of Brown County. Vote taken. MOTION APPROVED UNANIMOUSLY.

6. UPDATE ON STRATEGIC PLAN

Gene distributed a summary review of progress on the museum's strategic plan, and highlighted a few items.

Reaccreditation

On August 13, 2008, the Neville attained re-accreditation by the American Association of Museums. The accreditation is good for ten years. Gene thanked Charlie Schrock for his assistance in this endeavor.

Visitors

The NPM Foundation Board has been focusing on additional ways to increase membership in Friends of the Neville.

Programs

To continue with our successful joint programming with the Brown County Library, we will once again collaborate with them on their summer reading program. Last year it was tied to our *Art and the Animal* exhibit, and this year will correlate with our *Spiders!* exhibit.

In exchange for use of some of the Neville's photos and film, Arketype is going to provide some in-kind services to the Foundation, such as to enhance the Museum's logo.

We have been working with Mary Sue Fenner, a graphic arts instructor at NWTC, to have some of her students work on some projects for us, which has resulted in a very successful partnership.

Collections

We are preparing a request for the county's capital improvements bonding plan for the acquisition of high density compact storage units and renovation of Collections storage.

Funding

An Art Guild was formed to help defray the costs of art exhibits, which are often the hardest to fund.

The Foundation President continues to tap into local funding sources not approached before, e.g. Sam's Club, which funded the exhibit *Trilobite Treasures*; Wal-Mart, which is contributing to the Children's Only Shop that will be added this year to the Prange exhibit; Kohl's, which is contributing to the Children's Only Shop, and is also offering volunteer help; M&I Bank, which is contributing to the Prange exhibit.

Paypal has been added to the museum's website for individuals wishing to contribute to the Foundation.

Motion made by Charlie Schrock, and seconded by Adam Warpinski, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

7. DIRECTOR'S REPORT

Gene highlighted some areas of his April-June report, which he distributed.

There has been a change with the dates of the *Spiders!* exhibit, which was originally going to be through November 8. Given the vacancy of the Curator of History and the finances of the NPM Foundation, we cancelled the Civil War exhibit and decided to prolong the *Spiders!* exhibit—it will close for one week (Nov. 9-13) while being transported to the second floor. It will then continue until May 23, 2010. The remainder of the timeframe that would have been the Civil War exhibit will probably be a three month art exhibit.

Gene encouraged the Board members to stop down and visit with our artists in residence and told them that they may be amused by Mindy Sue Meyers, who does “sculptural objects that represent sweets.”

Students from NWTC designed a new internal visitor's map for the museum. It still is not finalized, but will be soon. NWTC will also cover the cost of printing a large batch of them for us in the fall. Gene distributed a copy of the draft design.

The Neville received the 2009 Best of the Bay “Local Museum” *Green Bay Press-Gazette* Reader's Choice Award.

Becky McKee reported on the following on behalf of the Neville Public Museum Foundation:

- Two e-newsletters have been sent out, which are e-mailed the first Tuesday of each month. We have close to three thousand recipients, and continue to build on that. Eventually, she would like to see the e-newsletter sent out twice per month.
- Becky passed around a photo of museum volunteers taken at our volunteer recognition program. The photo was published in the Community Snapshots along with the Musepaper.
- One of the classes from NWTC developed several designs for t-shirts, sweatshirts, sport shirts, etc. to be sold in the Gift Shop. Kevin asked how the Gift Shop is doing and Becky informed him that it is doing well, although we are still looking for weekend volunteers. We may eventually have to pay for weekend help; in the long-term she thinks we will come out ahead, especially around Christmas.

Kevin asked Becky how fundraising is going. Becky stated that most of the local sources she has been soliciting, which are typically smaller, have been successful. The bigger sources (\$5,000 to \$10,000 range) are hard to find. Right now, they are readjusting their budget and repositioning some money. On Tuesday, Becky is proposing to the Foundation Board, a three-tiered plan to adjust their budget and finances. Until that time, she prefers not to reveal any specific information. In the short term, they are working on a membership drive and readjusting their budget. In the long term, Becky would like to see the number of Foundation Board members grow to 13+ people, so that they have a larger outreach to corporations and different sets of “friends.” There is also more of an opportunity for these people to take on special projects which raise money and awareness for the Foundation.

Motion made by Adam Warpinski, and seconded by Charlie Schrock, to receive and place on file. Vote taken. MOTION APPROVED UNANIMOUSLY.

8. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Charlie Schrock informed the group that with his relocation to Chicago, he regretfully will have to leave this board and will contact Gene regarding his official resignation date. He has enjoyed learning about and being part of this organization. Gene thanked Charlie and expressed his appreciation for all of his support on various projects. We will miss him and wish him all the best.

9. ADJOURNMENT

Motion made by Adam Warpinski and seconded by Kramer Rock to adjourn at 5:00 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,
Jill Champeau

Next Meeting
Monday—September 28, 2009
4:30 p.m.

REVIEW OF PROGRESS ON STRATEGIC PLAN

JUNE 2009

The strategic plan is to be reviewed annually and the last review was in June 2008.

There are six sections to the plan: re-accreditation, visitors, programs, collections, funding, and staff/ volunteers. Satisfactory means that we are doing well and it's ongoing.

I. Re-accreditation: The five strategies under the goal of renewing American Association of Museums accreditation were completed. [completed]

- Subsequent accreditation was awarded on August 13, 2008, by the AAM Accreditation Commission

II. Visitors

A. Enhance community-wide support.

1) New marketing plan created by Foundation President Becky McKee (April 2009) [satisfactory]

- Further develop E-Newsletter (almost 3,000 current recipients), Facebook and Twitter on the website
- Continue to participate in The Little Gift Bag, LLC program in which gift bags are given to people moving into the area (250 per month)
- Reach out to students at local college and university through student newspapers

2) Develop a vibrant "Friends of the Neville" group [increasing progress made]

- Foundation Board met in June to brainstorm how to focus on increasing memberships
- Discounts on memberships offered at various times to different groups and through various marketing opportunities (e.g., N.E.W. Real Deals coupon book)
- Memberships promoted in Gift Shop and at Reception Desk
- Membership committee redoing levels of membership—cost and benefits
- Color calendar, noting numerous museum events, offered as a benefit of membership

3) Create portable display unit of historic photographs to be periodically moved around to different locations in the community [completed]

- Eventually found it more useful to *redo* the unit to focus more on exhibit related promotion; currently being used in the Brown County Central Library

4) Develop partnerships with media [satisfactory]

- Media releases and calendar of events increasingly published by a wider variety of media outlets
- Media coverage of *Art and the Animal* exhibit made possible through JEM grant; *Outdoor Wisconsin* taped here before exhibit opened

B. Create a clear perception of what the museum is.

1) Develop a "hook" [no progress]

- May possibly be addressed this summer as we plan to have Arketype look at updating our logo (but not change the fundamental design)—a phrase could become part of it, replacing the traditional "An educational and cultural resource of Brown County"

C. Become "edgy."

- 1) Get a sense from various constituencies about the kinds of exhibits and programs they would like, while at the same time looking for such opportunities that would be challenging/thought-provoking [satisfactory]
 - *Art and the Animal* (8/30/08-11/2/08): extensive exhibit (more than 2 galleries) showcasing interpretations of wild and domestic animals by national and international artists; cooperative partnerships with over 20 organizations
 - *Fighting the Fires of Hate* (11/22/09-1/1/09): about the Nazi book burnings in 1933; 2 presentations scheduled to go along with exhibit: Guy Stern, Holocaust scholar and co-curator of exhibit, and Henry Golde, author of book about being a Holocaust survivor
 - *Amazing Feats of Aging* (1/31/09-5/3/09): 40 interactives in a carnival-like atmosphere
 - *Aging in America* (2/14/09-4/12/09): photographic exhibit portraying what it means to grow old
 - *Paintings by Rafael Francisco Salas* (4/25/09-8/16/09): work of a dream-like quality by an artist who is on the faculty of Ripon College

III. Programs

A. Develop, strengthen, and maintain partnerships with like or key organizations.

- 1) Work with organizations that have similar goals [satisfactory/ongoing: LIR, Green Bay Film Society, Einstein Project, Girl Scouts, Boy Scouts, etc.]
 - *Amazing Feats of Aging* exhibit provided a opportunity to offer a special program to the Girl Scouts
 - Curator of Education participated in Bay Beach Wildlife Sanctuary's Spring Wings event, talking about spiders during run of exhibit
- 2) Develop collaborative programs with others [satisfactory/ongoing]
 - Worked with the City for the 2008 July 4th Festival Foods Fire Over the Fox event, which located the Family Zone Stage (and related activities) in the museum's parking lot, and for 2008 June's Kids Day (reduced fee for kids wearing special bracelet)
 - Worked with Art Events, Inc.'s 2009 Bayfest as part of the festival site, which used the parking lot for Adventure Zone and stage; offered a special reduced admission fee to the Museum
 - Cooperated with The Einstein Project's 2009 *Butterflies & Friends on Parade* project by locating one of the sculptures in our flower garden
 - Cooperated with the DNR by mounting an exhibit in our meeting rooms for their Waterfowl and Pheasant Stamp Design Contest for which they provided a reception
 - Worked with the organizers of Farm Technology Days, a major county event, to have a booth in the Youth Tent to promote the museum and also offer activities for visitors
 - Joint project with Brown County Library: Wildlife Artists and *Librarians Gone Wild* program at the Museum in connection with the *Art and the Animal* exhibit
 - As a member of the Brown County Federation of History Museums, participated in History Passport promotion
 - Gave tours, including behind-the-scenes, to attendees to the Historic Sites Division of the Wisconsin Historical Society's annual conference held in Green Bay
 - Worked with NWTC classes on designs for Gift Shop merchandise and internal map for visitors

B. Mount exhibits that will bring people back.

- 1) Increase number of edgy/controversial exhibits and develop a sense of what would be considered edgy in each of the three disciplines—art, history, and science [satisfactory—see above]
 - 2) Increase use of interactives [satisfactory progress]
 - Included in *Amazing Feats of Aging* (1/31/09-5/3/09) and *Spiders!* (5/16/09-5/23/10)
 - 3) Look for ways to appeal to both adults and children in a given exhibit [satisfactory; primarily through interactives]
 - 4) Renovate permanent exhibit [planning will wait until we are able to acquire compact storage for collections]
- C. Develop, maintain, and improve the museum as a resource to schools.
- 1) Develop exhibits that meet school academic standards [satisfactory]
 - 2) Place academic content on website [satisfactory; done routinely]
 - 3) Develop outreach programs to schools [ongoing]
 - Susan Frost, Foundation Board member and part-time teacher at UW-Green Bay, periodically invited Trevor Jones, former Curator of History, to speak to her classes

IV. Collections

A. Maximize the use of the collections.

- 1) Get collections on website [minimal progress]
 - Louise Pfothenhauer, Curator of Collections, is working with the web designers on efficient way to get collections on the web
- 2) Collaborate with other organizations' events and programs [satisfactory]
 - We host the Green Bay Art Colony exhibit each year and the congressman's *An Artistic Discovery* exhibit
 - Collaborated with Preble High School history teachers and UW-Green Bay Professor Andrew Kersten to digitize and make accessible the Museum's archival collection of records relating to local soldiers and WWI, which could then be used to support an exhibit at the Museum and to revise the high school history curriculum (made possible by a *Save Our History* grant)

B. Increase storage capacity for collections (added to the Plan by the Museum Governing Board at December 2007 meeting) [satisfactory]

- 1) In the process of preparing a Capital Improvements Bonding Plan for submission for 2010 that will cover the acquisition of High Density Compact Storage Units and renovation of Collections Storage (addition of a fire suppression system, change lighting design, paint walls, seal floor, etc.)

V. Funding

A. Look at different funding opportunities that have not been fully utilized before.

- 1) Better communicate the existence of the non-profit support group (satisfactory)
 - Art Guild formed to help defray costs of art exhibits, which are often the hardest to fund
 - 2008 Astor Tea Party Series—intent is to do this every couple of years; raises money and helps to promote membership
 - Foundation President continues to tap into local funding sources not approached before, e.g. Sam's Club, which funded exhibit *Trilobite Treasures*; Walmart, which is contributing to Children's Only Shop that will be added this year to the Prange exhibit; Kohl's, which is contributing to the Children's shop, but also offering volunteer help; M & I Bank, which is contributing to the Prange exhibit

- Pam Sloma, Assistant to the Director, has taken over production of *Musepaper*, which helps, in part, to raise funds
- Becky is attending a number of community service groups and getting the word out about the Foundation and the Museum
- Paypal added to Museum website for making contributions to the Foundation
- 2) Enhance gift shop [satisfactory; ongoing]
 - Effort ongoing to increase the number of volunteers working in the shop in order to expand the hours that it is open; basically open Monday to Friday with some variations, and also open some Saturday mornings
 - Restocking of merchandise ongoing
- 3) Cultivate funding sources outside of area [some progress]
 - JEM grant received for *Art and the Animal*

VI. Staff and Volunteers

A. Maintain appropriate level of staff and volunteers/interns.

- 1) Identify priorities for staff positions and strive to keep core positions filled [no change from prior report]
- 2) Develop a stronger volunteer/intern group [some progress]
 - More volunteers added to run the Gift Shop

BOARD OF SUPERVISORS

Brown County

To all Committee



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

~~Meeting Date:~~

Executive Committee

~~Agenda No.:~~

Communication

~~Motion from the Floor~~

I make the following motion:

Request for each standing
Committee to forward a list
of priorities to the County Executive
for preparation of the 2010 budget.

Signed:

John Vander Ploeg

District No.

11th

(Please deliver to County Clerk after motion is made for recording into minutes.)

3. **Communication from Supervisor Knier re: Parks Committee to improve signage to clearly outline the Fonferek Property.**

Hartman stated that Supervisor Knier was at the Public Safety meeting and there was discussion regarding the Sheriff helping with the issue. He explained that additional signs have also been ordered. Supervisor Warpinski suggested holding for one month to have staff work with Supervisor Knier and neighbors and report back.

A MOTION WAS MADE BY SUPERVISOR WARPINSKI AND SECONDED BY SUPERVISOR BRUNETTE TO HOLD FOR ONE MONTH AND HAVE STAFF COME BACK WITH A LIST OF WHERE THEY ARE PLACING THEIR SIGNS AND REQUEST SUPERVISOR KNIERS INPUT ON WHERE SHE FEELS THE SIGNS SHOULD BE. Vote taken. MOTION CARRIED UNANIMOUSLY.

**Neville Public Museum Attendance and Admissions
May 2009**

Attendance												
Day	Date	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Thursdays 6-8 pm)	Gift Shop Only (open limited hours)	Meetings & Programs	Total Attendance	Total Admission Revenue
1	Fri	14	2	2	11	5	0		0	0	34	\$53
2	Sat	42	20	6	6	1	0		0	0	75	\$191
3	Sun	31	12	5	2	2	5		0	149	206	\$145
4	Mon	9	0	3	12	0	51		1	0	76	\$84
5	Tues	4	0	0	8	5	0		0	79	96	\$12
6	Wed	21	3	10	10	1	69		2	74	190	\$137
7	Thurs	17	1	6	22	0	0	28	0	176	250	\$56
8	Fri	21	4	3	15	0	53		0	0	96	\$120
9	Sat	59	22	13	1	2	0		2	117	216	\$199
10	Sun	28	11	0	3	1	0		0	0	43	\$98
11	Mon	11	2	4	3	0	0		1	8	29	\$41
12	Tues	10	0	0	6	7	0		0	0	23	\$35
13	Wed	20	0	4	6	3	23		1	72	129	\$103
14	Thurs	11	4	8	15	0	76	32	5	66	217	\$124
15	Fri	12	1	0	14	3	90		1	102	223	\$140
16	Sat	141	49	41	5	18	0		4	4	262	\$662
17	Sun	56	25	18	1	0	0		0	62	162	\$272
18	Mon	33	2	10	16	1	0		0	8	70	\$136
19	Tues	34	1	13	8	2	87		1	0	146	\$225
20	Wed	17	2	5	8	0	32		1	107	172	\$102
21	Thurs	26	4	6	12	2	33	73	2	53	211	\$145
22	Fri	16	5	8	7	2	122		2	0	162	\$196
23	Sat	71	25	24	9	7	0		0	0	136	\$331
24	Sun	32	9	3	20	2	2		0	0	68	\$148
25	Mon	39	18	7	0	0	0		0	0	64	\$192
26	Tues	33	7	12	5	2	38		1	0	98	\$182
27	Wed	51	9	24	12	0	86		2	39	223	\$308
28	Thurs	37	6	12	20	7	104	38	5	66	295	\$264
29	Fri	28	10	8	13	6	43		1	16	125	\$173
30	Sat	71	35	17	2	12	0		2	0	139	\$351
31	Sun	66	33	19	0	1	0		0	13	132	\$330
TOTAL		1,061	322	291	272	92	914	171	34	1,211	4,368	\$5,555
										May-08	5,078	\$5,362
										Visitors =	4,368	
										Outreach =	80	
										Grand Total Visitors & Outreach	4,448	

Brown County
Museum

Budget Status Report

5/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 509,548	\$ 209,698	\$ 188,725
Fringe Benefits	\$ 265,772	\$ 110,739	\$ 92,099
Operations & Maintenance	\$ 257,321	\$ 107,215	\$ 109,741
Travel & Conference	\$ 552	\$ 230	\$ -
Utilities	\$ 90,129	\$ 37,554	\$ 36,895
Contracted Services	\$ 78,685	\$ 32,786	\$ 29,456
Clothing Allowance	\$ 350	\$ 146	\$ -
Exhibits - Foundation Funded	\$ 100,000	\$ 41,667	\$ 36,003
Property Tax Revenue	\$ 1,076,857	\$ 448,690	\$ 460,920
Public Charges	\$ 115,900	\$ 48,292	\$ 32,404
NPM Foundation Donations	\$ 100,000	\$ 41,667	\$ 36,003
Miscellaneous Revenue	\$ 9,600	\$ 3,999	\$ 6,266

HIGHLIGHTS:

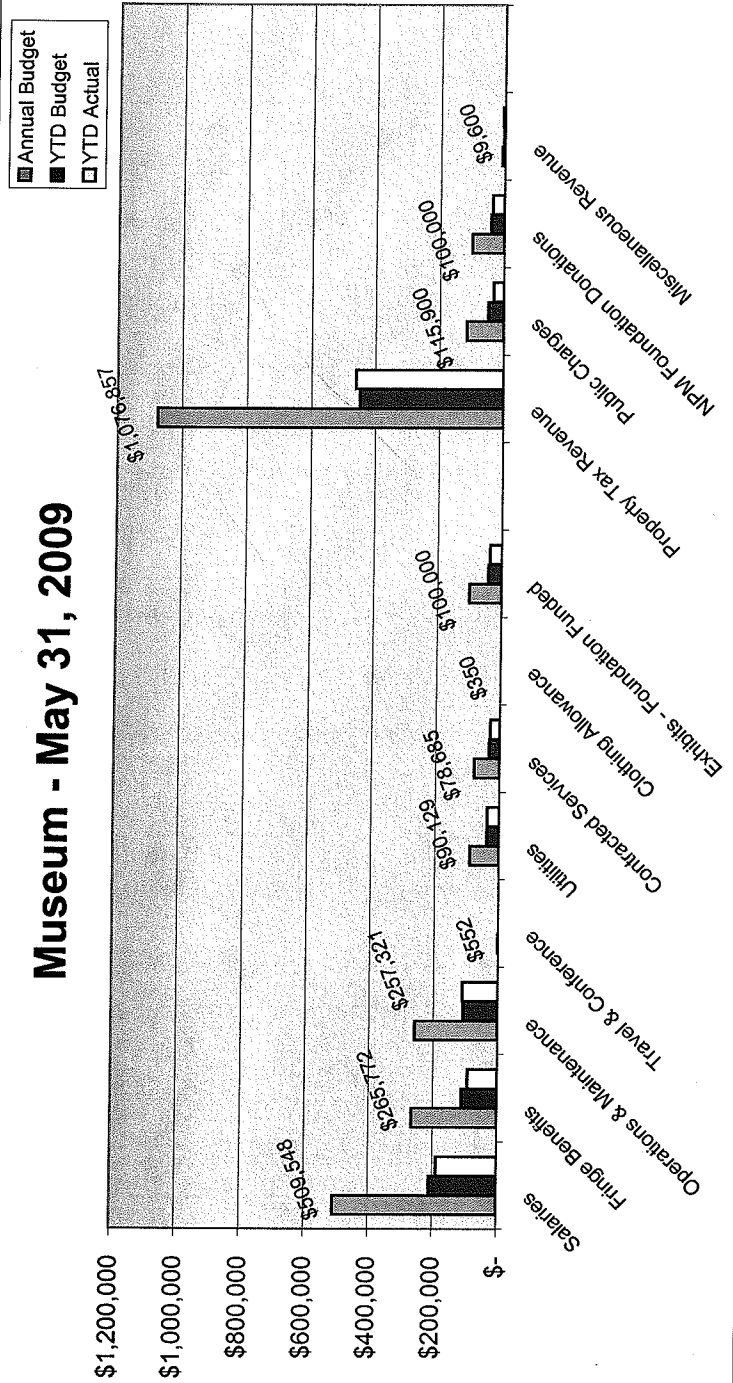
Expenses

Most categories are within budget. Salaries and fringe benefits are below budget because of a vacant Curator of History position.

Revenues

Overall, revenues are on track given normal fluctuations in the exhibition schedule.

Museum - May 31, 2009



DEPT: 10-5810
CONTROL: POST/01
REPORT: IS0000P
FORMAT: AB

UNAUDITED

BROWN COUNTY
MUSEUM
DEPARTMENTAL BUDGET REPORT
MONTH ENDING MAY 31, 2009

PAGE: 0001
DATE: 06/15/2009
TIME: 09:26:33

.....C U R R E N T M O N T H.....

.....Y E A R T O D A T E.....

ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
EXPENDITURES							
47,955	58,793	10,838	168,655	209,698	41,043	509,548	340,893
5,015	0	(5,015)	20,070	0	(20,070)	0	(20,070)
52,970	58,793	5,823	188,725	209,698	20,973	509,548	320,823
3,963	22,147	18,184	14,042	110,739	96,697	265,772	251,730
11,118	0	(11,118)	52,253	0	(52,253)	0	(52,253)
774	0	(774)	735	0	(735)	0	(735)
355	0	(355)	3,637	0	(3,637)	0	(3,637)
3,125	0	(3,125)	1,736	0	(1,736)	0	(1,736)
2,384	0	(2,384)	11,099	0	(11,099)	0	(11,099)
26	0	(26)	8,466	0	(8,466)	0	(8,466)
22,041	22,147	106	92,099	110,739	18,640	265,772	173,673
93	250	157	958	1,250	292	3,000	2,042
28	146	688	1,825	3,583	1,758	8,600	6,775
204	203	(58)	384	729	345	1,366	1,366
19	167	184	569	1,015	446	2,435	2,435
65	791	102	1,300	835	(465)	2,005	1,866
0	0	791	9,489	3,954	(5,535)	9,490	1,705
0	91	91	149	458	309	1,100	951
0	16	16	108	83	(25)	200	92
102	41	(61)	102	208	106	500	398
96	29	29	264	146	(118)	350	86
0	166	70	347	833	486	2,000	1,653
0	69	69	561	346	(215)	830	1,269
25	209	184	17,475	1,042	(834)	2,500	624
4,019	3,852	(167)	4,188	19,260	1,785	46,224	28,749
838	837	(1)	68,452	4,188	0	10,052	5,864
13,690	13,690	0	1,694	68,452	(861)	164,285	95,833
194	166	(28)	109,741	833	(2,526)	2,000	306
19,373	21,439	2,066	0	107,215	(2,526)	257,321	147,580
0	46	46	0	230	230	552	552
0	46	46	0	230	230	552	552
4,317	4,446	129	17,670	22,229	4,559	53,350	35,680
883	1,994	1,111	14,135	9,967	(4,168)	23,920	9,785
234	263	29	1,629	1,315	(314)	3,155	1,526
9	416	407	1,501	2,083	582	5,000	3,499
392	392	0	1,960	1,960	0	4,704	2,744

DEPT: 10-5810
CONTROL: POST/01
REPORT: IS0000P
FORMAT: AB

UNAUDITED

BROWN COUNTY
MUSEUM
DEPARTMENTAL BUDGET REPORT
MONTH ENDING MAY 31, 2009

PAGE: 0002
DATE: 06/15/2009
TIME: 09:26:33

.....C U R R E N T M O N T H.....			Y E A R T O D A T E.....			TOTAL	REMAINING
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	REVISED	BUDGET
5,835	7,511	1,676		36,895	37,554	659	90,129	53,234
TOTAL UTILITIES								
5,949	6,479	530		29,129	32,392	3,263	77,740	48,611
0	79	79		327	394	67	77,945	618
5,949	6,558	609		29,456	32,786	3,330	78,685	49,229
TOTAL CONTRACTED SERVICES								
0	29	29		0	146	146	350	350
CLOTHING ALLOWANCE								
0	29	29		0	146	146	350	350
TOTAL EMPLOYEES ALLOWANCE								
0	8,334	8,334		36,003	41,667	5,664	100,000	63,997
EXHIBITS & PROGS-NPM FOUNDATIO								
0	8,334	8,334		36,003	41,667	5,664	100,000	63,997
TOTAL OTHER								
106,168	124,857	18,689		492,919	540,035	47,116	1,302,357	809,438
GRAND TOTAL EXPENDITURES								
REVENUES								
92,184	89,737	(2,447)		460,920	448,690	(12,230)	1,076,857	615,937
PROPERTY TAXES								
92,184	89,737	(2,447)		460,920	448,690	(12,230)	1,076,857	615,937
TOTAL TAXES								
6,646	8,325	1,679		29,308	41,625	12,317	99,900	70,592
1,761	1,334	(427)		3,096	6,667	3,571	16,000	12,904
8,407	9,659	1,252		32,404	48,292	15,888	115,900	83,496
TOTAL PUBLIC CHARGES								
280	541	261		1,635	2,708	1,073	6,500	4,865
231	166	(65)		3,299	833	(2,466)	2,000	(1,299)
0	8,334	8,334		36,003	41,667	5,664	100,000	63,997
0	41	41		82	208	126	500	418
500	50	(450)		1,250	250	(1,000)	600	(650)
TOTAL MISCELLANEOUS REVENUE								
1,011	9,132	8,121		42,269	45,666	3,397	109,600	67,331
GRAND TOTAL REVENUES								
101,602	108,528	6,926		535,593	542,648	7,055	1,302,357	766,764
GRAND TOTAL								

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER (check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input checked="" type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input checked="" type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive

County Board |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive

County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

In 2009 the Golf Course budgeted \$20,000 in capital outlay for the pond on hole #17 to be dredged. After speaking with Administration, it was deemed a maintenance expense; therefore, the cost of the pond dredging came out of grounds maintenance.

Please transfer \$20,000 from 60-3401-185210 (Capital Outlay - Equipment) to 60-3410-500310 (Grounds Maintenance).

<u>Golf Course</u>	<u>[Signature]</u>	<u>6/25/09</u>
Department	Department Head	Date

<input checked="" type="checkbox"/> Approved	<u>[Signature]</u>	<u>6/28/09</u>
<input type="checkbox"/> Disapproved	County Executive	Date

[Handwritten initials and date 6/28/09]

**GOLF COURSE FINANCIAL STATISTICS
AS OF JUNE 21, 2009**



GOLF COURSE REVENUE:

	TOTAL PLAYERS	TOTAL REVENUE
2009 YTD	12,609	231,743.10
2008 YTD	12,082	224,479.50 *
2007 YTD	12,937	219,990.25 *

PASSES PURCHASED:

		PASSES SOLD	TOTAL REVENUE
HUSBAND & WIFE	2,250	3	6,750.00
SR HUSBAND & WIFE	2,023	1	2,023.00
ADULT	1,250	66	82,500.00
FREE ADULT PASS	(1,250)	2	(2,500.00)
SR ADULT	1,124	36	40,464.00
JUNIOR	956	0	0.00
ADULT 18-22	650	4	2,600.00
JUNIOR LIMITED	300	30	9,000.00
TOTAL PASSES		<u>142</u>	<u>140,837.00</u>
REFUNDED PASSES			0.00
REVENUE FROM GC & DUPLICATE PASSES			2,535.25
REVENUE FROM DAILY PLAY			<u>231,743.10</u>
TOTAL REVENUE RECEIVED			<u><u>375,115.35</u></u>

PRO-SHOP SHARED REVENUE (CARTS):

	COUNTY SHARE
2009 YTD	17,719.20
2008 YTD	15,900.55 *
2007 YTD	15,391.13 *

SAFARI STEAKHOUSE SHARED REVENUE:

	COUNTY SHARE
2009 YTD	47,029.42
2008 YTD	45,191.86
2007 YTD	44,481.27

* Effective for the week ending 4/19/09, YTD golf course comparison numbers for 2008 and 2007 were reported weekly, not daily. Because of this, the YTD comparison numbers from this point forward for 2008 and 2007 may include a variance of 1 to 2 days.

Brown County
Golf Course
Budget Status Report

5/31/2009

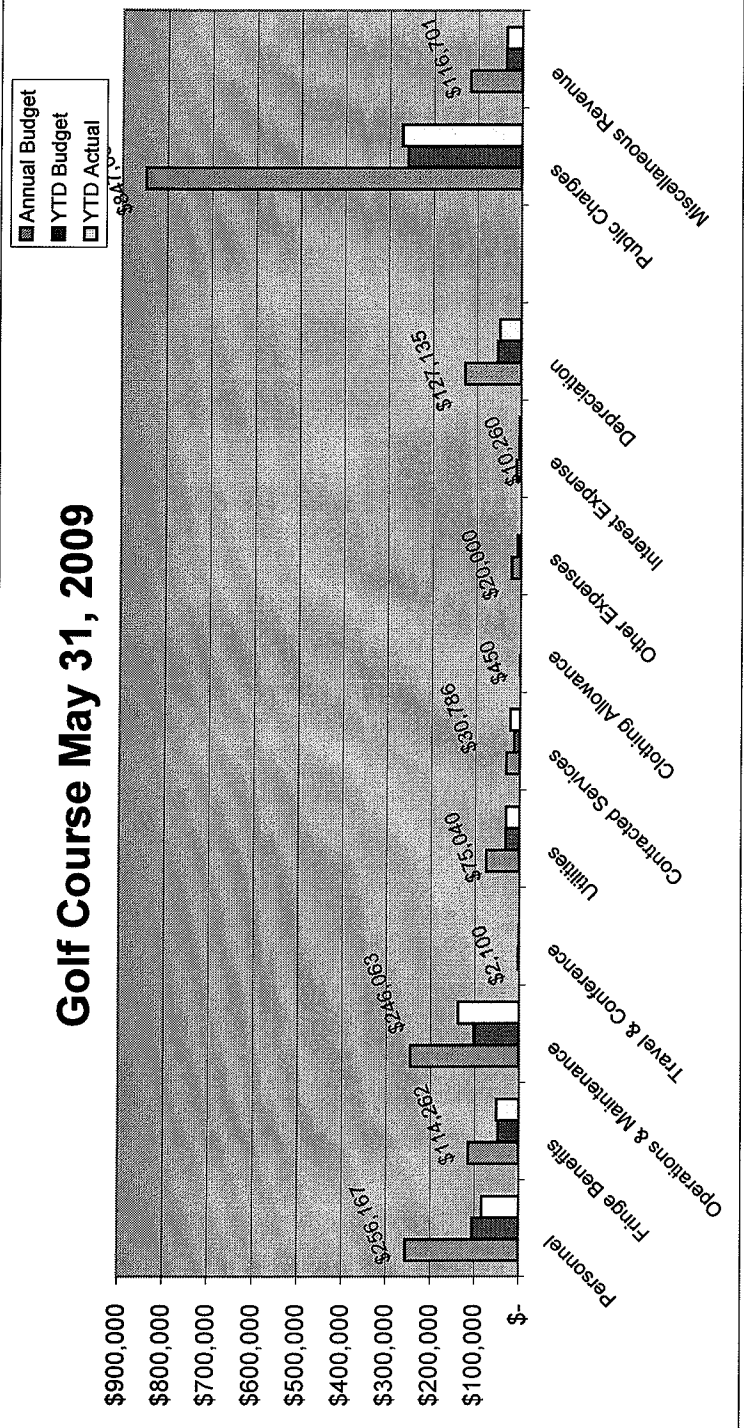
	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 256,167	\$ 105,446	\$ 83,562
Fringe Benefits	\$ 114,262	\$ 47,609	\$ 51,173
Operations & Maintenance	\$ 246,063	\$ 102,528	\$ 138,314
Travel & Conference	\$ 2,100	\$ 875	\$ -
Utilities	\$ 75,040	\$ 31,266	\$ 30,412
Contracted Services	\$ 30,786	\$ 12,828	\$ 21,875
Clothing Allowance	\$ 450	\$ 188	\$ 157
Other Expenses	\$ 20,000	\$ 8,333	\$ 7
Interest Expense	\$ 10,260	\$ 4,275	\$ 3,401
Depreciation	\$ 127,135	\$ 52,972	\$ 48,197
Public Charges	\$ 847,000	\$ 257,976	\$ 270,210
Miscellaneous Revenue	\$ 116,701	\$ 36,185	\$ 35,686

HIGHLIGHTS:

Revenues and expenses are well within budgeted amounts. The golf course is a seasonal operation that runs from April to November.

The Golf Course is an Enterprise Fund that returns \$62,060 to the general fund.

Golf Course May 31, 2009



REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER
(check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|-------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive

County Board |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive

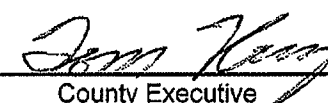
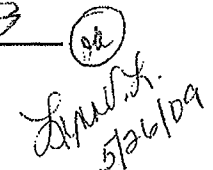
County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| X Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

Restricted revenue received in the amount of \$1532.25 generated from the NEW Zoo Volunteer Landscape Crew plant sale. Funds are to be used specifically for the purpose of purchasing landscape materials/plants for the zoo. Request to increase restricted donations (60-6255-488100) by \$1532.25 with offsetting increase in restricted Grounds Maintenance (60-6255-500310).

<u>NEW Zoo</u> Department	 Department Head	<u>5/18/09</u> Date
------------------------------	---	------------------------

- ☒ Approved
☐ Disapproved

 County Executive	<u>6/11/09</u> Date	
--	------------------------	---

ZOO MONTHLY ACTIVITY REPORT

For June 2009

1. Visitor Center Operations Report (attached)
2. Zoo Financials (attached)
3. FOX 11 weekly Television programs
Zoo Society meeting held on 6-15-09.
Safety training meeting held on 5-25-09
Mayan Food court construction continues and began 5-18-09
Repairs to otter exhibit pool
4. Curator Report (attached)
5. Education/Volunteer report (attached)

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2008 REPORT
2007, 2008 2009

ATTENDANCE

MONTH	2007	2008	2009
January	1,116	624	806
February	423	456	2,524
March	8,966	5,879	6,941
April	20,796	12,810	22,456
May	38,119	37,908	42,282
June	45,991	48,832	
July	41,367	49,316	
August	38,589	47,697	
September	21,531	16,974	
October	29,664	23,657	
November	2,530	3,222	
December	2,109	1,531	
TOTAL	251,201	248,906	75,009

ADMISSION & DONATIONS

MONTH	2007			2008			2009			2007			2008			2009		
	ADMISSIONS	DONATION BIN	TOTAL	ADMISSIONS	DONATION BIN	TOTAL	ADMISSIONS	DONATION BIN	TOTAL	(C)/(+)	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP
January	2,285.00	188.00	2,473.00	1,250.00	7.41	1,257.41	1,773.00	1,042.55	2,815.55	1558.14	2.05	2.02	2.05	2.02	2.02	2.05	2.02	\$3.49
February	609.00	25.00	634.00	991.00	41.00	1,032.00	5,824.00	600.36	6,424.36	5392.36	1.44	2.26	1.44	2.26	2.31	1.44	2.26	2.31
March	17,433.00	384.72	17,817.72	11,202.25	123.50	11,325.75	15,750.25	281.06	16,031.31	4705.56	1.94	1.93	1.94	1.93	2.31	1.94	1.93	2.31
April	46,465.79	480.42	46,946.21	32,309.50	199.01	32,508.51	39,286.50	718.31	40,004.81	6977.00	2.23	2.54	2.23	2.54	1.75	2.23	2.54	1.75
May	89,223.65	577.00	89,800.65	116,001.08	766.00	116,767.08	123,197.16	755.50	123,952.66	7196.08	2.34	3.08	2.34	3.08	2.91	2.34	3.08	2.91
June	89,051.25	781.07	89,832.32	109,245.17	897.13	110,142.30				0.00	1.94	2.26		2.26		1.94	2.26	
July	93,294.00	1,269.19	94,563.19	131,969.25	372.75	132,342.00				0.00	2.26	2.68		2.26		2.26	2.68	
August	76,362.15	456.75	76,818.90	136,314.66	917.00	137,231.66				0.00	2.05	2.88		2.05		2.05	2.88	
September	49,848.00	1,051.83	50,899.83	50,356.81	1,359.25	51,716.06				0.00	2.32	3.05		2.32		2.32	3.05	
October	23,830.00	180.50	24,010.50	29,118.75	560.96	29,679.71				0.00	0.83	1.25		0.83		0.83	1.25	
November	5,245.00	248.00	5,493.00	8,843.47	1,822.94	10,466.41				0.00	2.07	3.25		2.07		2.07	3.25	
December	4,302.00	365.50	4,667.50	4,298.11	1,308.92	5,605.03				0.00	2.04	3.66		2.04		2.04	3.66	
TOTAL	\$497,948.84	\$6,007.98	\$503,956.82	\$631,700.05	\$8,373.87	\$640,073.92	\$185,830.91	\$3,397.78	\$189,228.69	\$25,829.14	1.96	2.57	1.96	2.57	2.57	1.96	2.57	\$2.90

**NEW ZOO
GIFT SHOP, CONCESSIONS
ZOO PASS REVENUE**

**2009 REPORT
2007, 2008, 2009**

GIFT SHOP MONTH	2007	2008	2009	(-)/(+)	2007	2008	2009
					PER CAP	PER CAP	PER CAP
January	\$ 1,057.28	\$ 595.37	\$ 830.17	\$ 234.80	\$ 0.95	\$ 0.95	\$1.03
February	\$ 360.74	\$ 729.81	\$ 2,830.32	\$ 2,100.51	\$ 0.85	\$ 1.60	\$1.12
March	\$ 9,630.08	\$ 5,757.22	\$ 5,913.59	\$ 156.37	\$ 1.07	\$ 0.98	\$0.87
April	\$ 18,055.50	\$ 11,995.58	\$ 15,107.46	\$ 3,111.88	\$ 0.87	\$ 0.94	\$0.67
May	\$ 37,708.56	\$ 38,492.16	\$ 36,771.02	(\$1,721.14)	\$ 0.99	\$ 1.02	\$0.87
June	\$47,175.63	\$41,888.73			\$ 1.03	\$ 0.86	
July	\$ 43,480.04	\$ 49,126.63			\$ 1.05	\$ 1.00	
August	\$ 37,338.16	\$ 47,225.06			\$ 0.97	\$ 0.99	
September	\$ 16,935.84	\$ 13,785.69			\$ 0.79	\$ 0.81	
October	\$ 10,812.31	\$ 10,721.05			\$ 0.36	\$ 0.45	
November	\$ 1,705.64	\$ 2,416.52			\$ 0.67	\$ 0.75	
December	\$2,615.02	\$1,650.35			\$ 1.24	\$ 1.08	
TOTAL	\$ 226,874.80	\$ 224,384.17	\$ 61,452.56	\$ 3,882.42	\$ 0.90	\$ 0.95	\$ 0.91

CONCESSIONS MONTH	2007	2008	2009	(-)/(+)	2007	2008	2009
					PER CAP	PER CAP	PER CAP
January	\$ 729.43	\$ 504.56	\$ 589.33	\$ 84.77	0.65	0.81	0.73
February	\$ 238.15	\$ 519.75	\$ 1,773.79	\$ 1,254.04	0.56	1.14	0.70
March	\$ 5,530.11	\$ 3,085.18	\$ 4,509.88	\$ 1,424.70	0.62	0.52	0.66
April	\$ 14,162.21	\$ 9,874.56	\$ 13,320.22	\$ 3,445.66	0.68	0.77	0.59
May	\$ 24,217.84	\$ 26,304.66	\$ 32,991.35	\$ 6,686.69	0.64	0.69	0.78
June	\$35,845.68	\$39,309.12			0.78	0.80	
July	\$ 34,655.67	\$ 35,774.78			0.84	0.73	
August	\$ 31,121.00	\$ 38,943.79			0.81	0.82	
September	\$ 16,668.64	\$ 12,100.87			0.77	0.71	
October	\$ 18,351.34	\$ 17,378.85			0.62	0.73	
November	\$ 1,345.04	\$ 1,842.95			0.53	0.57	
December	\$ 1,189.93	\$ 1,730.81			0.56	1.13	
TOTAL	\$ 184,055.04	\$ 187,369.88	\$ 53,184.57	\$ 12,895.86	\$ 0.67	\$ 0.79	\$ 0.69

ZOO PASS MONTH	2007	2008	2009	(-)/(+)	TOTAL	NEW	RENEWAL
January	\$ 2,209.00	\$1,389.00	\$ 1,827.00	\$ 438.00	33	5	28
February	\$ 976.00	\$ 1,353.00	\$ 3,977.00	\$ 2,624.00	70	41	29
March	\$ 8,668.00	\$ 8,216.00	\$ 12,073.00	\$ 3,857.00	208	108	100
April	\$ 13,989.00	\$ 21,320.00	\$ 20,447.00	\$ (873.00)	375	231	144
May	\$ 17,902.00	\$ 23,609.00	\$ 32,600.00	\$ 8,991.00	565	264	301
June	\$16,416.00	\$18,958.00					
July	\$ 14,641.00	\$ 18,800.00					
August	\$ 7,013.00	\$ 11,732.00					
September	\$ 4,209.00	\$ 6,444.00					
October	\$ 2,641.00	\$ 5,022.00					
November	\$ 2,034.00	\$ 2,855.00					
December	\$ 4,568.00	\$ 5,115.00					
TOTAL	\$ 95,266.00	\$ 124,813.00	\$ 70,924.00	\$ 15,037.00	1251	649	602

WEEKLY CURATOR REPORT

6/4/09 – 6/11/09

VETERINARY:

The wallaby became quite weak on Friday 6/6 and was moved to the Animal Hospital. Intervention was not successful and he died the next day. Necropsy results pending but initial findings showed lung and thoracic ulcers which appear to be preshipment to our facility.

Elderly sheep, Penny was shivering and unable to stand on Sunday 6/7. She was brought into the CZ barn and provided with heat mat, heat lamp and blankets. She did not improve by the following morning and the decision was made to euthanize. Penny died before Dr. Gilbert arrived.

Black necked stilt, Diva is experiencing another bout of weakness. She has shown similar symptoms in the past (the last time was in January) and has been able to recover. The cause of her problems has still not been identified. She is being treated, as she was in the past, with fluid therapy and antibiotics.

Flemish Giant rabbit, Bella, has developed sores on her feet since being moved to the Contact Station. More appropriate flooring (solid and easily scrubbed/disinfected) has been provided.

CENSUS/ANIMAL BEHAVIOR:

Plans to ship a wild orphan cougar cub from the Oregon Zoo were thwarted by the airline. We will attempt to reschedule the shipment next week.

Zookeepers and volunteers noted signs of estrus in the behavior of the giraffes on Thursday (6/4) and Friday (6/5). Lab results from fecal hormone analysis several days later confirm their conclusions

Prairie dog exhibit is suffering from the high water table this spring. Tunnels have collapsed and Bully, the elderly prairie dog has not been seen for several days. Zookeepers are attempting to capture and remove the animals.

RECORDKEEPING/ MANAGEMENT/PROJECTS:

Added large canisters of fogger type bear repellent spray to den areas of dangerous animals (lion, snow leopard, cougar, and bear). Zookeepers already carry small canisters on their person. Jessica and Trish recommended the additional large canisters after attending the AZA Large Felid Husbandry Course.

SUSTAINABILITY:

We used no VOC, vegetable dye paint for the Barth building makeover project. Because this sustainable product produces no fumes, the animals were able to remain in the building and were not subject to the stress of being relocated (although I did harass some of them to get some pictures!).

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 102 FAX (920) 434-4162
E-MAIL HOOYMAN_BJ@CO.BROWN.WI.US



BRAD J. HOOYMAN

EDUCATION/VOLUNTEER COORDINATOR

**NORTHEASTERN WISCONSIN ZOO
EDUCATION AND VOLUNTEER PROGRAMS REPORT
June 2009**

May 25, 2009 to June 22, 2009

Volunteer Hours

Giraffe	295 Hours
Roving w/Animals	26 Hours
Husbandry	70 Hours
Visitor Center	88 Hours
Office Help	26 Hours
Horticulture	172 Hours
Contact Station	292 Hours
Amphitheater Presentations	20 Hours
Zoowatch	29 Hours
Special Event – Family free day	70 Hours
Special Projects	95 Hours
Education tours, Barth Center, program binders etc.	
Intern Hours	275 Hours
General	<u>50 Hours</u>
Total Volunteer Hours	1508 Hours

Education

Zoomobile partnership with Nicolet Federated Library System Libraries

Whale Done training in progress to volunteers

Volunteers creating NEW tours for the Education Dept to offer

Zone guide opportunity being put together

Volunteer

Volunteer Update meetings held during June

Volunteers assisting with giraffe docent position, special events, contact station, horticulture, visitor center, and much more.

11c

Brown County
NEW Zoo
Budget Status Report

5/31/2009

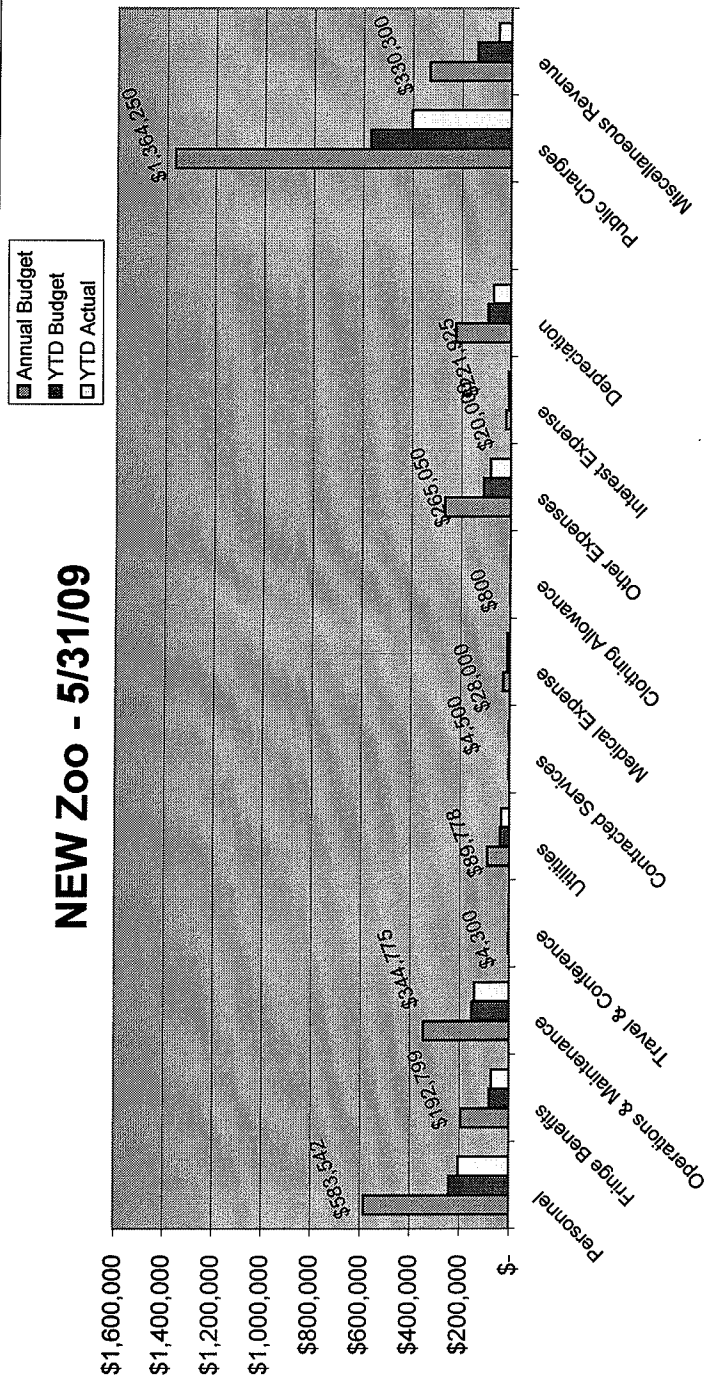
	Annual Budget	YTD Budget	YTD Actual
Personnel	\$ 583,542	\$ 240,217	\$ 203,808
Fringe Benefits	\$ 192,799	\$ 80,333	\$ 72,216
Operations & Maintenance	\$ 344,775	\$ 151,300	\$ 139,800
Travel & Conference	\$ 4,300	\$ 1,967	\$ 724
Utilities	\$ 89,778	\$ 37,408	\$ 32,186
Contracted Services	\$ 4,500	\$ 1,875	\$ 2,088
Medical Expense	\$ 28,000	\$ 11,667	\$ 11,971
Clothing Allowance	\$ 800	\$ 333	\$ 725
Other Expenses	\$ 265,050	\$ 110,438	\$ 81,224
Interest Expense	\$ 20,000	\$ 8,333	\$ 9,133
Depreciation	\$ 221,925	\$ 92,469	\$ 69,718
Public Charges	\$ 1,364,250	\$ 568,437	\$ 402,051
Miscellaneous Revenue	\$ 330,300	\$ 137,626	\$ 50,826

HIGHLIGHTS:

Expenses: All cost categories are within budget. Some show a reflection of seasonality based on Zoo business.

Revenues: Revenue budget lines reflect a seasonally related variance which is typical this early in the year.

NEW Zoo - 5/31/09



DEPT: 60-6250
CONTROL: BALALL/02
REPORT: BS0000P
FORMAT: BS

UNAUDITED

BROWN COUNTY
NEW ZOO
BALANCE SHEET
MONTH ENDING MAY 31, 2009

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DATE: 06/15/2009
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ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	LAST YEAR
60-6250-111100	CASH - UNRESTRICTED - TREAS	(115,525.91)	12,949.99
60-6250-112100	CASH - ATM	5,000.00	.00
60-6250-113100	CASH - RESTRICTED - TREAS	56,618.10	134,956.31
60-6250-113102	RESTRICTED CASH - DEBT SERV	.00	615,195.31
60-6250-117500	CASH ON HAND	6,830.00	6,830.00
60-6250-118000	PETTY CASH	100.00	100.00
60-6250-131000	ACCOUNTS RECEIVABLE - REGULAR	.00	11,273.44
60-6250-161135	INV-ZOO CONCESSIONS	28,507.30	28,507.30
60-6250-162000	PREPAID EXPENDITURES/EXPENSES	20,678.63	20,678.63
60-6250-182200	INFRASTRUCTURE	15,286.39	15,286.39
60-6250-182290	ACCUM DEPR - INFRASTRUCTURE	(1,337.49)	15,286.39
60-6250-183010	BUILDINGS	2,136,979.29	(1,019.04)
60-6250-183090	ACCUM DEPR - BUILDING	(1,029,446.81)	2,136,979.29
60-6250-183110	BUILDING IMPROVEMENTS	7,500.00	(985,722.76)
60-6250-183190	ACCUM DEPR - BUILDING IMPRVE	.00	7,500.00
60-6250-184010	LAND IMPROVEMENTS	(2,278.56)	(1,803.86)
60-6250-184090	ACCUM DEPR - LAND IMPROVEMENTS	433,994.60	423,994.60
60-6250-185110	FIXED EQUIPMENT	(398,026.79)	(397,491.44)
60-6250-185190	ACCUM DEPR - FIXED EQUIPMENT	405,025.47	405,025.47
60-6250-185210	MAJOR MOVABLE EQUIPMENT	(189,149.17)	(176,581.57)
60-6250-185290	ACCUM DEPR - MAJOR MOVABLE EQT	310,487.97	310,487.97
60-6250-185310	MINOR MOVABLE EQUIPMENT	(185,356.06)	(177,158.65)
60-6250-185410	TRANSPORTATION VEHICLES	33,569.03	33,569.03
60-6250-185490	ACCUM DEPR - TRANSPORT VEHICLE	41,949.68	41,949.68
60-6250-185710	ZOO ANIMALS	(38,293.72)	(36,456.27)
60-6250-185790	ACCUM DEPR - ZOO ANIMALS	118,488.75	118,488.75
60-6250-187000	CONSTRUCTION WORK IN PROGRESS	(14,967.56)	(12,903.21)
	TOTAL ASSETS	347,808.52	275,676.79
		2,044,441.66	2,870,412.15
60-6250-211000	VOUCHERS PAYABLE	13,740.08	2,533.49
60-6250-211075	NONSYSTEM ACCOUNTS PAYABLE	.00	15,044.83
60-6250-216000	ACCURED INTEREST PAYABLE	.00	4,396.80
60-6250-217000	ACCURED WAGES PAYABLE	.00	33,168.03
60-6250-222130	DUE STATE-SALES TAX	5,261.32	252.62
60-6250-221100	GEN OBLIGATION BONDS PAYABLE	600,000.00	600,000.00
60-6250-291450	UNAMORTIZED BOND DISCOUNT	28,443.42	28,443.42
60-6250-291500	CAPITAL LEASES PAYABLE	6,982.94	9,892.75
60-6250-296200	EMPLOYEE VACATION RIGHTS	11,225.03	11,225.03
	TOTAL LIABILITIES	665,652.79	704,956.97
60-6250-302000	RETAINED EARNINGS - UNRESERVED	2,155,555.18	2,145,555.18
60-6250-343900	UNRESERVED & UNDESIGNATED	(100.00)	(100.00)
60-6250-PALALL	NET OPERATING RESULTS	(786,666.31)	.00
	TOTAL EQUITY	1,378,788.87	2,165,455.18
	TOTAL LIABILITIES & EQUITY	2,044,441.66	2,870,412.15

DEPT: 60-6255
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 REPORT: BS0000P
 FORMAT: BS

UNAUDITED

BROWN COUNTY
 NEW ZOO DONATIONS
 BALANCE SHEET
 MONTH ENDING MAY 31, 2009

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ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	LAST YEAR
60-6255-11100	CASH - UNRESTRICTED - TREAS	43,971.01	35,330.37
60-6255-117100	CASH - RESTRICTED - DEPT	1,408.19	1,408.19
	TOTAL ASSETS	45,379.20	36,738.56
60-6255-211000	VOUCHERS PAYABLE	400.00	.00
	TOTAL LIABILITIES	400.00	.00
60-6255-339000	RETAINED EARNINGS - UNRESERVED	36,738.56	36,738.56
60-6255-P&ALL	NET OPERATING RESULTS	8,240.64	.00
	TOTAL EQUITY	44,979.20	36,738.56
	TOTAL LIABILITIES & EQUITY	45,379.20	36,738.56

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TIME: 09:27:47

TOTAL

ACTUAL	BUDGET	VARIANCE	EXPENDITURES	ACTUAL	BUDGET	VARIANCE	REVISD BUDGET	REMAINING BUDGET
53,769	65,832	12,063	REGULAR EARNINGS	191,574	234,800	43,226	570,542	378,968
2,630	0	(2,630)	PAID LEAVE EARNINGS	8,667	0	(8,667)	0	(8,667)
731	1,084	353	OVERTIME EARNINGS	3,567	5,417	1,850	13,000	9,433
57,130	66,916	9,786	TOTAL SALARIES	203,808	240,217	36,409	583,542	379,734
4,311	16,066	11,755	FICA	15,344	80,333	64,989	192,799	177,455
7,783	0	(7,783)	ACCIDENT & HEALTH INSURANCE	36,551	0	(36,551)	0	(36,551)
14	0	(14)	LIFE INSURANCE	37	0	(37)	0	(37)
506	0	(506)	DENTAL INSURANCE	2,376	0	(2,376)	0	(2,376)
322	0	(322)	DISABILITY INSURANCE	1,582	0	(1,582)	0	(1,582)
2,386	0	(2,386)	RETIREMENT CREDIT	8,764	0	(8,764)	0	(8,764)
2,034	0	(2,034)	RETIREMENT	7,425	0	(7,425)	0	(7,425)
27	0	(27)	WORKERS COMPENSATION INSURANCE	137	0	(137)	0	(137)
17,383	16,066	(1,317)	TOTAL FRINGE BENEFITS	72,216	80,333	8,117	192,799	120,583
4,285	84	(4,201)	OFFICE SUPPLIES	0	417	417	1,000	1,000
14	21	(7)	SUPPLIES & EXPENSE	10,628	15,708	5,080	29,860	19,232
359	209	(150)	COPY EXPENSE	71	33	38	250	179
618	122	(496)	PRINTING	3,429	1,542	(1,887)	3,000	(429)
0	163	(163)	DUES & MEMBERSHIPS	1,273	611	(662)	1,467	194
1,545	1,299	(246)	SOFTWARE MAINTENANCE	0	815	815	1,955	1,955
0	84	(84)	EQUIPMENT REPAIR & MAINTENANCE	5,838	7,492	1,654	16,580	10,742
119	625	(506)	VEHICLE REPAIR & MAINTENANCE	0	417	417	1,000	1,000
524	1,209	(685)	BUILDING REPAIR & MAINTENANCE	452	3,125	2,673	7,500	7,000
46	184	(138)	GROUND MAINTENANCE	2,604	12,042	9,438	20,500	17,896
674	250	(424)	CLEANING & HOUSING SUPPLIES	913	917	4	2,200	1,287
0	2	(2)	POSTAGE	2,508	1,250	(1,258)	3,000	1,492
0	239	(239)	BOOKS, PERIODICALS, SUBSCRIPTION	0	8	8	18	18
2,993	2,868	(125)	COMPUTER SOFTWARE	0	1,196	1,196	2,870	2,870
787	9,275	(8,488)	INFORMATION SERVICES	13,035	14,338	1,303	34,411	21,376
12,905	4,535	(8,370)	INSURANCE CHARGEBACKS	3,934	3,934	0	9,442	5,508
4,635	3,666	(969)	OTHER DEPARTMENTAL CHARGEBACKS	46,137	46,375	(238)	111,300	64,863
2,321	0	(2,321)	INDIRECT COST	23,175	22,676	(499)	54,422	31,247
0	0	0	FOOD	24,123	18,333	(5,790)	44,000	19,877
0	0	0	OTHER MISCELLANEOUS	1,080	0	(1,080)	0	(1,080)
0	0	0	EQUIPMENT - NONOUTLAY	1,080	0	(1,080)	0	(1,080)
31,825	27,643	(4,182)	TOTAL OPERATION & MAINT.	139,800	151,300	11,500	344,775	204,975
0	334	(334)	TRAVEL, CONFERENCE & TRAINING	724	1,967	1,243	4,300	3,576
0	334	(334)	TOTAL TRAVEL & CONFERENCE	724	1,967	1,243	4,300	3,576
3,922	4,584	(662)	ELECTRIC	16,052	22,920	6,868	55,008	38,955

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BROWN COUNTY

NEW ZOO
DEPARTMENTAL BUDGET REPORT
MONTH: ENDING MAY 31, 2009

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CURRENT MONTH				YEAR TO DATE			
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET
1,217	2,144	927	GAS, OIL, ETC.	11,446	10,717	(729)	25,720
734	500	(234)	TELEPHONE	4,050	2,500	(1,550)	6,000
213	254	42	OTHER UTILITIES	638	1,271	634	3,050
6,086	7,482	1,397	TOTAL UTILITIES	32,186	37,408	5,223	89,778
190	375	185	OTHER CONTRACTED SERVICES	2,088	1,875	(213)	4,500
190	375	185	TOTAL CONTRACTED SERVICES	2,088	1,875	(213)	4,500
2,490	2,334	(156)	MEDICAL CARE	11,971	11,667	(304)	28,000
2,490	2,334	(156)	TOTAL MEDICAL EXPENSES	11,971	11,667	(304)	28,000
200	66	(134)	CLOTHING ALLOWANCE	725	333	(392)	800
200	66	(134)	TOTAL EMPLOYEES ALLOWANCE	725	333	(392)	800
6,476	1,334	(5,142)	VENDING MACHINE	9,845	6,667	(3,178)	16,000
437	1,125	(312)	ZOO PROGRAM EXPENSES	1,809	625	(1,184)	1,500
1,261	3,084	1,824	SPECIAL EVENTS	10,393	15,417	5,024	37,000
0	16	16	VOLUNTEER EXPENSE	18	83	65	200
0	0	0	HANDICAPPED SCHOOL EXPENSE	(20)	0	20	0
0	0	0	ANIMAL PURCHASES	638	0	(638)	0
1,095	29	(1,066)	ADMISSION EXPENSE	2,069	146	(1,923)	350
10,768	7,084	(3,684)	FOOD CONCESSION EXPENSE	22,563	35,417	12,854	85,000
11,938	10,416	(1,522)	GIFT SHOP EXPENSE	33,909	52,083	18,174	125,000
31,975	22,088	(9,886)	TOTAL OTHER	81,224	110,438	29,214	265,050
8,733	1,666	(7,067)	INTEREST EXPENSE	9,133	8,333	(800)	20,000
8,733	1,666	(7,067)	TOTAL DEBT RETIREMENT	9,133	8,333	(800)	20,000
0	0	0	TRANSFER OUT	616,127	0	(616,127)	0
0	0	0	TOTAL TRANSFERS	616,127	0	(616,127)	0
8,745	10,910	2,165	DEPRECIATION - BUILDINGS	43,724	54,551	10,827	130,923
95	95	0	DEPRECIATION - BLDG IMPROVE	475	475	0	1,139
4,340	6,913	2,573	DEPRECIATION - EQUIPMENT	22,602	34,567	11,965	82,961
107	107	0	DEPREC - LAND HOLD IMPROVE	536	536	1	1,286
64	63	(1)	DEPRECIATION - INFRASTRUCTURE	318	318	0	751
411	405	(8)	DEPRECIATION - ZOO ANIMALS	2,064	2,022	(42)	446
							2,788

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CURRENT MONTH		YEAR TO DATE		TOTAL REVISED BUDGET	REMAINING BUDGET
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
13,764	18,493	4,729	69,718	92,469	22,751
169,776	163,463	(6,311)	1,239,720	736,340	(503,379)
=====					
TOTAL DEPRECIATION					
=====					
GRAND TOTAL EXPENDITURES					
=====					
REVENUES					
178	0	(178)	178	0	(178)
178	0	(178)	178	0	(178)
=====					
ZOO PASS REVENUE					
32,185	10,000	(22,185)	71,245	50,000	(21,245)
1,933	1,166	(767)	7,943	5,833	(2,110)
32,991	17,916	(15,075)	53,270	89,583	36,313
36,771	21,875	(14,896)	61,512	109,375	47,863
163	7,500	(7,337)	22,001	37,500	15,499
123,310	55,229	(68,081)	186,080	276,146	90,066
227,353	113,686	(113,667)	402,051	568,437	166,386
=====					
ZOO PROGRAMS					
ZOO FOOD CONCESSION					
ZOO GIFT SHOP					
SPECIAL EVENTS					
DAILY ADMISSION & USER FEES					
TOTAL PUBLIC CHARGES					
=====					
43	25	(18)	1,395	125	(1,270)
789	834	45	3,411	4,167	756
0	12,084	12,084	40,209	60,417	20,208
25,670	12,500	(13,170)	5,811	62,500	46,689
229	2,084	(1,855)	10,417	10,417	0
26,731	27,527	796	50,826	137,626	86,800
=====					
TOTAL MISCELLANEOUS REVENUE					
=====					
254,262	141,213	(113,049)	453,055	706,063	253,008
=====					
GRAND TOTAL REVENUES					
=====					
GRAND TOTAL					
=====					

DEPT: 60-6255
CONTROL: POST/04
REPORT: IS0000P
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UNAUDITED

BROWN COUNTY
NEW ZOO DONATIONS
DEPARTMENTAL BUDGET REPORT
MONTH ENDING MAY 31, 2009

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CURRENT MONTH			YEAR TO DATE			TOTAL	
ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	REVISED BUDGET	REMAINING BUDGET
EXPENDITURES							
400	25	(375)	1,023	125	(898)	300	(723)
400	25	(375)	1,023	125	(898)	300	(723)
648	0	(648)	522	3,000	2,478	3,000	2,478
648	0	(648)	522	3,000	2,478	3,000	2,478
1,048	25	(1,023)	1,545	3,125	1,580	3,300	1,755
REVENUES							
0	0	0	1,000	0	(1,000)	0	(1,000)
0	0	0	1,000	0	(1,000)	0	(1,000)
33	0	(33)	214	0	(214)	0	(214)
1,532	25	(1,507)	8,532	3,125	(5,407)	3,300	(5,232)
20	0	(20)	40	0	(40)	0	(40)
1,585	25	(1,560)	8,786	3,125	(5,661)	3,300	(5,486)
1,585	25	(1,560)	9,786	3,125	(6,661)	3,300	(6,486)

DEPT: 60-6256
CONTROL: POST/04
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UNAUDITED

BROWN COUNTY
ZOO BUILDING PROJECTS
DEPARTMENTAL BUDGET REPORT
MONTH ENDING MAY 31, 2009

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CURRENT MONTH...				YEAR TO DATE			TOTAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	REVISED BUDGET	REMAINING BUDGET
EXPENDITURES								
66	0	(66)	GENERAL CONSTRUCTION	66	0	(66)	0	(66)
66	0	(66)	TOTAL OUTLAY	66	0	(66)	0	(66)
66	0	(66)	GRAND TOTAL EXPENDITURES	66	0	(66)	0	(66)
REVENUES								
246	0	(246)	INTEREST ON INVESTMENTS	968	0	(968)	0	(968)
246	0	(246)	TOTAL MISCELLANEOUS REVENUE	968	0	(968)	0	(968)
0	0	0	TRANSFER IN	616,127	0	(616,127)	0	(616,127)
0	0	0	TOTAL OTHER FINANCING SOURCE	616,127	0	(616,127)	0	(616,127)
246	0	(246)	GRAND TOTAL REVENUES	617,095	0	(617,095)	0	(617,095)

Brown County
Library

Budget Status Report

5/31/2009

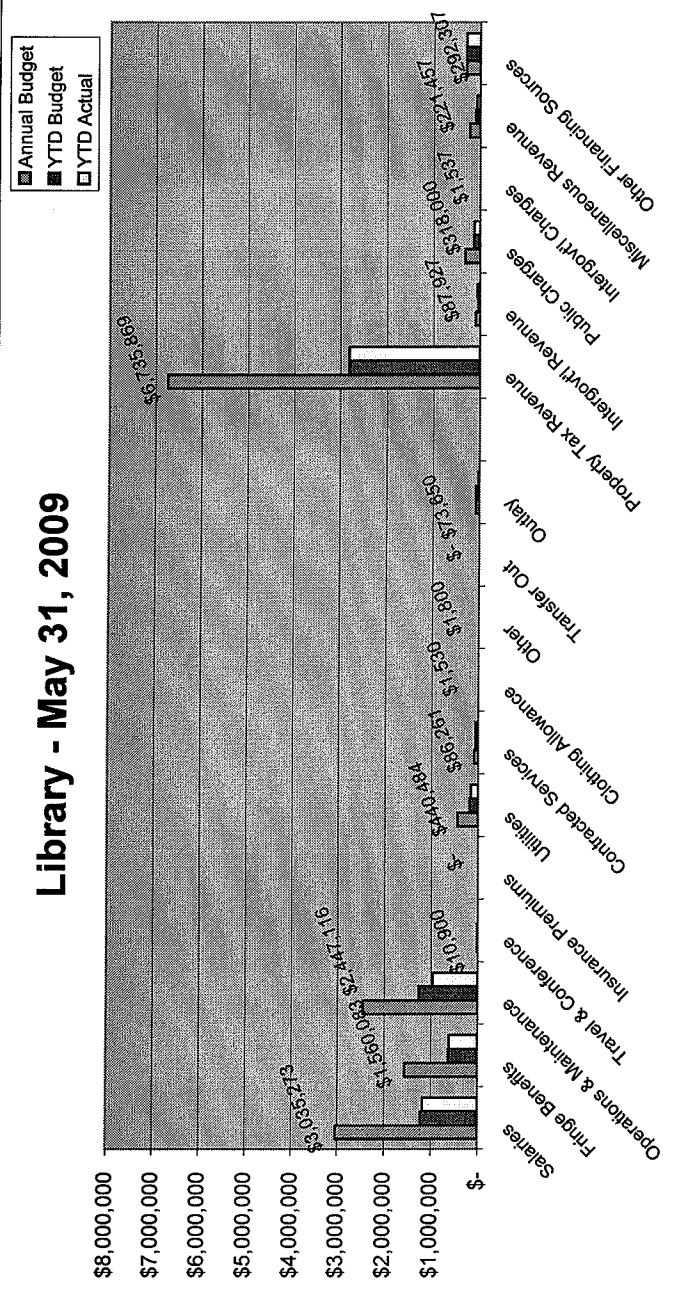
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 3,035,273	\$ 1,216,870	\$ 1,177,968
Fringe Benefits	\$ 1,560,083	\$ 625,742	\$ 605,914
Operations & Maintenance	\$ 2,447,116	\$ 1,256,768	\$ 955,516
Travel & Conference	\$ 10,900	\$ 4,542	\$ 977
Insurance Premiums	\$ -	\$ -	\$ -
Utilities	\$ 440,484	\$ 181,468	\$ 152,318
Contracted Services	\$ 86,261	\$ 56,949	\$ 53,426
Clothing Allowance	\$ 1,530	\$ 638	\$ 663
Other	\$ 1,800	\$ -	\$ 453
Transfer Out	\$ -	\$ -	\$ -
Outlay	\$ 73,650	\$ 73,650	\$ 21,255
Property Tax Revenue	\$ 6,735,869	\$ 2,806,607	\$ 2,806,620
Intergov't Revenue	\$ 87,927	\$ 36,637	\$ 53,011
Public Charges	\$ 318,000	\$ 132,500	\$ 128,291
Intergov't Charges	\$ 1,537	\$ 640	\$ -
Miscellaneous Revenue	\$ 221,457	\$ 92,273	\$ 66,824
Other Financing Sources	\$ 292,307	\$ 292,307	\$ 292,307

HIGHLIGHTS:

Expenses: Our expenses are currently under budget for information services chargebacks and utilities. We also have a project for print management, wireless printing, E-commerce, and library automation that funds have not been expended yet.

Revenues: Our donation revenue is currently below the projected amount.

Library - May 31, 2009

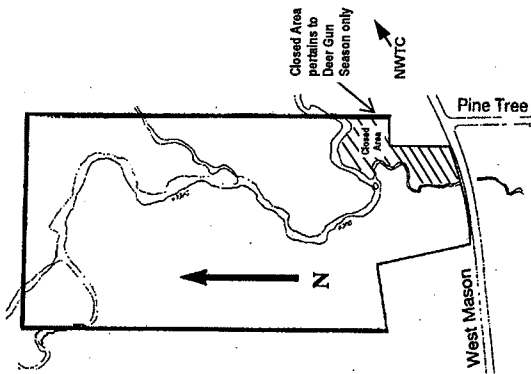


COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX					
May-09	Date	Building	2009	2008	2008 Date
Winners Wear Helmets		ARENA	N/A	340	May 1, 2008
WAMO Dart Tournament		ARENA	N/A	1,622	May 15, 2008
WAMO Dart Tournament		ARENA	N/A	1,708	May 16 2008
WAMO Dart Tournament		ARENA	N/A	1,636	May 17 2008
WAMO Dart Tournament		ARENA	N/A	640	May 18 2008
ARENA TOTAL			0	5,946	
Master Spas Sale	May 1 2009	SHOPKO	100	230	
Master Spas Sale	May 2 2009	SHOPKO	100	452	
Master Spas Sale	May 3 2009	SHOPKO	100	318	
Taste of Home Cooking School	May 7 2009	SHOPKO	1,306	N/A	
WAMO Dart Tournament		SHOPKO	N/A	1,621	May 15 2008
WAMO Dart Tournament		SHOPKO	N/A	1,706	May 16 2008
WAMO Dart Tournament		SHOPKO	N/A	1,636	May 17 2008
WAMO Dart Tournament		SHOPKO	N/A	640	May 18 2008
SHOPKO HALL TOTAL			1,306	6,603	
Blizzard vs. Barnstormers	May 8 2009	RESCH	3,792	5,300	
Jeff Dunham	May 14 2009	RESCH	8,222	N/A	
Blizzard	May 15 2009	RESCH	4,769	6,056	
Keith Urban	May 16 2009	RESCH	6,024	N/A	
Disturbed	May 17 2009	RESCH	4,694	N/A	
NWTC Graduation	May 20 2009	RESCH	3800	4,800	
Jehovah Witness Convention	May 22 2009	RESCH	6,732	6,427	
Jehovah Witness Convention	May 23 2009	RESCH	7,069	6,953	
Jehovah Witness Convention	May 24 2009	RESCH	7,279	7,186	
Blizzard vs. Steamwheelers	May 29 2009	RESCH	3,858	3,689	
Humana Meeting		RESCH	N/A	3,400	
Southwest Senior Ball		RESCH	N/A	204	
Kid Rock Concert		RESCH	N/A	4,831	May 20 2008
RESCH CENTER TOTAL			56,239	48,846	
TOTAL FOR MAY 2009			57,545	61,395	

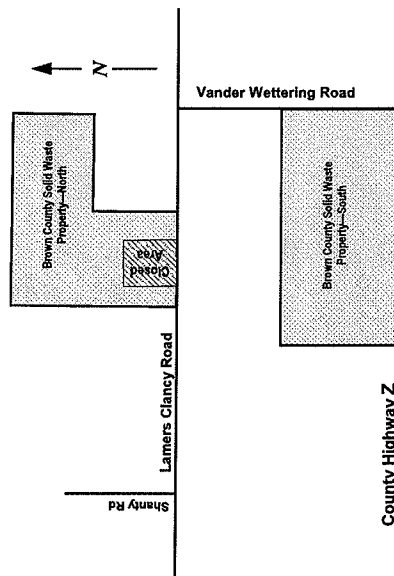
Vande Hei Property

Deer Bow:
Sept. 12 - Nov. 19
Nov. 30 - Jan. 3

Deer Gun:
Nov. 21 - 29



Brown County Solid Waste Town of Holland



Deer Bow: Sept. 12 - Nov. 19
Nov. 30 - Jan. 3

Deer Gun: Nov. 21 - 29

For additional information on this property, call the Brown County Solid Waste Dept. at (920) 492-4950.

Hunting on County Park Lands - 2009

Six managed hunts for white-tailed deer are scheduled during the 2009 Wisconsin hunting season on Brown County park lands. In addition, waterfowl hunting will be permitted along the shoreline areas at the Fort Howard Paper Foundation Wildlife Area and Lily Lake Park during the regular waterfowl season. Bag limits, daily hours, and licenses are in accordance with those rules and regulations established by the Wisconsin Dept. of Natural Resources.

Additionally, there will be **NO** early goose, extended muzzle-loader, youth gun hunts or additional antlerless deer gun hunts on any park properties. All other park lands, except those specified in this brochure, will be closed to hunting during the 2009 season. The WDNR season dates in this brochure may change due to pending rule changes—please contact the DNR for up-to-date info. Note that archery season closes with the Statewide Closure even though some Parks may be in metro units.

Following is a summary of the regulations for those parks open to hunting during 2009:

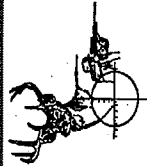
1. Firearms & bows are permitted only in open areas only during specified times & dates.
2. Permanent blinds and stands are not permitted. All stands and blinds must be removed at the close of each day. Trees and vegetation cannot be removed.
3. Baiting allowed (or not allowed) per State DNR mandates. See current DNR regulations for baiting rules and regulations.
4. Possession of any firearm or bow, unless enclosed in a case or unstrung, is prohibited in any closed area.
5. Permission must be obtained from the Park Manager before pursuing any wounded game within a closed area.

6. **SMALL GAME HUNTING IS NOT PERMITTED ON ANY COUNTY PARK**

Hunters

Get your rifle sighted at the

Brown County Rifle Range



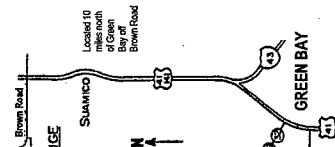
Open Dates and Hours:

September - Saturdays only
Beginning September 5
10:00 a.m. - 4:00 p.m.

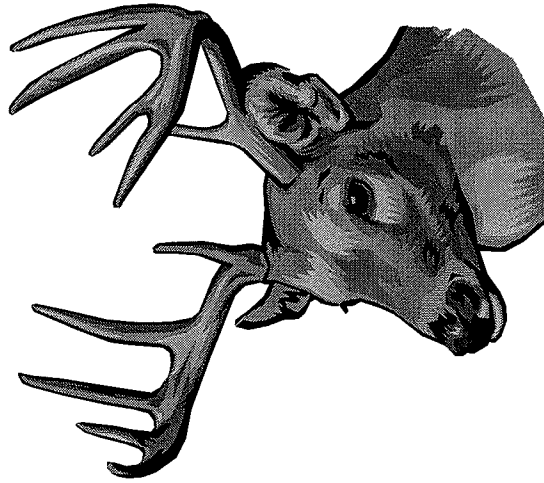
October - Saturdays & Sundays
8:00 a.m. - 4:00 p.m.

November - Open Daily through Nov. 19
8:00 a.m. - 4:00 p.m.

\$5.00 per gun or person
Includes targets and assistance



2009 HUNTING

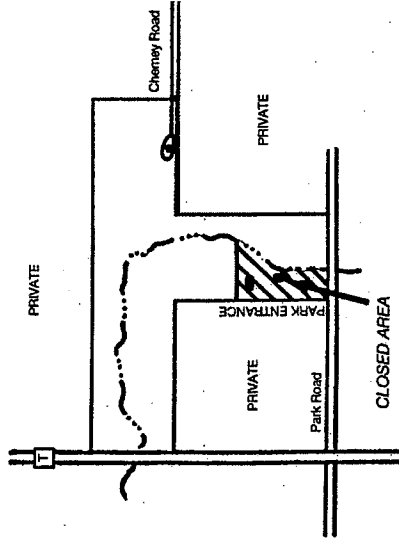


Brown County Park System



Brown County Facility & Park Management
325 E. Walnut Street
Green Bay, WI 54301
(920) 448-4466

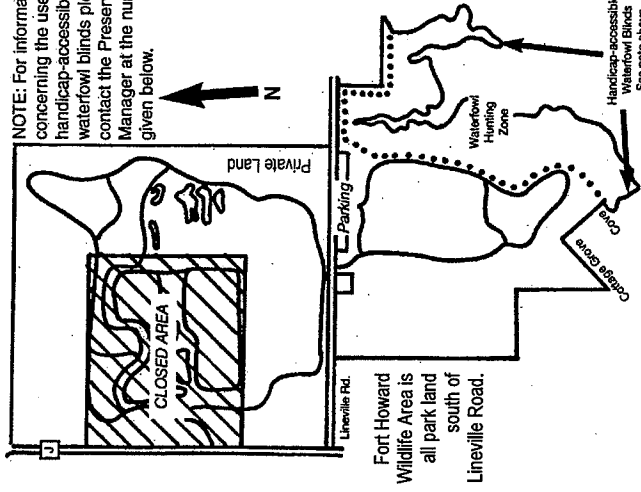
Neshota County Park



Deer Bow Only:
Sept. 12 - Nov. 19
Nov. 30 - Jan. 3

Barkhausen Waterfowl Preserve and Ft. Howard Paper Foundation Wildlife Area

NOTE: For information concerning the use of handicap-accessible waterfowl blinds please contact the Preserve Manager at the number given below.



Open for waterfowl hunting during regular season only (consult DNR hunting pamphlet for dates) and only in designated waterfowl hunting zone as indicated on map.
No early goose season allowed.

Deer Bow:

Sept. 12 - Nov. 19 Ft. Howard Wildlife Area Only
Nov. 30 - Jan. 3 Both properties

Deer Gun:

Nov. 21 - 29 By Special Permit Only
(Apply Aug 1 - 15)

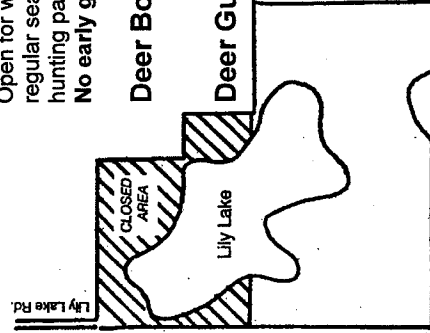
For more information on this property contact the Preserve Manager at (920) 434-2824.

Lily Lake County Park

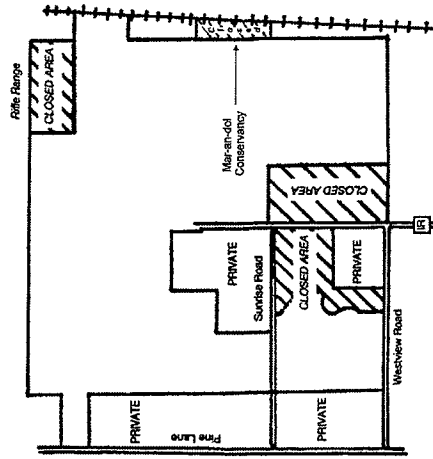
Open for waterfowl hunting during regular season only (consult DNR hunting pamphlet for dates).
No early goose season allowed.

Deer Bow: Sept. 12 - Nov. 19
Nov. 30 - Jan. 3

Deer Gun: Nov. 21 - 29



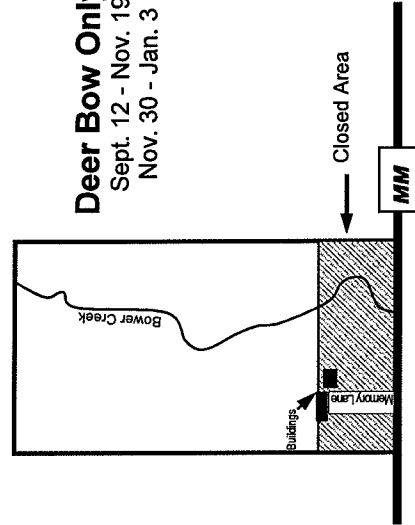
Reforestation Camp



Deer Bow: Sept. 12 - Nov. 19 (early season only)
Deer Gun: Nov. 21 - 29

Fonferek's Glen

Deer Bow Only:
Sept. 12 - Nov. 19
Nov. 30 - Jan. 3



**Memorandum of Understanding
Between Wisconsin Department of Natural Resources
And
Brown County**

**for the Moving, Re-Construction, Maintenance and Management of
the Jean Nicolet Statue and Bronze Marker to
Wequiock Falls County Park**

Town of Scott, Brown County, State of Wisconsin

Whereas, the Wisconsin Department of Transportation (WDOT) conveyed to the Wisconsin Department of Natural Resources (WDNR) by way of Quit Claim Deed, those lands known as the Nicolet Wayside, and old highway right of way from said wayside east to CTH A, and

Whereas, said conveyance included the maintenance and management of the Jean Nicolet Statue, associated stonework and bronze marker and Red Banks Historical Marker, and

Whereas, the Wisconsin Department of Natural Resources seeks to move the Jean Nicolet Statue, associated stonework, and Bronze Marker to lands owned by Brown County as part of the Wequiock Falls County Park for purposes of improved public access and improved site maintenance at the statue and marker location,

Now Therefore, The Wisconsin Department of Natural Resources and Brown County enter into this Memorandum of Understanding and agree to the following:

1. The WDNR has complied with notification requirements with the State Historical Society and all Native American Tribes in Wisconsin as specified in said Quit Claim Deed Doc. No. 2244172 of the Brown County Records and Memorandum of Understanding between WDOT and WDNR of the intent to move said statue and historical marker to Wequiock Falls County Park.
2. The WDNR will transfer ownership of the Jean Nicolet Statue, associated stonework, and Bronze Marker to Brown County.
3. The WDNR will be responsible for securing specifications for the move, contracting for the transportation and re-installation, of the Jean Nicolet Statue, associated stonework, and Bronze Marker and the associated costs of carrying out those activities.
4. Brown County will be responsible for the site preparation and access construction to the statue and marker location at Wequiock Falls County Park.
5. Brown County understands that the Jean Nicolet Statue is considered to be eligible for the National Register of Historic Places and has laws governing its sale or modification. Coordination must take place with the State Historical Society and Brown County Historical Society before it can be moved, sold or modified.
6. Brown County will assume all maintenance responsibilities of the access trail, parking area, Jean Nicolet Statue, associated stonework, and Bronze

Marker. The trail must be maintained for public accessibility and maintenance vehicles. Winter maintenance will be at the discretion of Brown County.

7. Brown County will request WDOT to place signs on State Highway 57 to direct traffic to Wequiock Falls County Park and the Jean Nicolet Statue.

The terms and conditions of the Quit Claim Deed and Memorandum of Understanding between the WDOT and the WDNR shall be part of this agreement.

Signed this _____ day of _____, 2009
by:

For Brown County

For the Wisconsin Dept. of Natural
Resources

(Insert Name and title)

Ronald Kazmierczak, Northeast Region
Director

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER

(check one)

DESCRIPTION

APPROVAL LEVEL

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one line item to another within the major budget categories | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.
<input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category. | County Executive

County Board |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.
<input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive

County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers) | County Board |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue | County Board |

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

This request increases expenditures and offsetting revenues to reflect additional grant funding and donations, along with a transfer from the Port to cover the costs of the Historical Signage project. Fox River Trail Parks:

Increase 82-6287-509050	Outlay - Other	\$25,000
Increase 82-6287-435750	Parks State Aid	\$12,500
Increase 82-6287-492100	Transfer In	3,000
Increase 82-6287-488100	Donations	3,000
Increase 82-6287-492900	Fund Balance	6,500

Port:

Increase 20-7853-508050	Transfer Out	\$ 3,000
Increase 20-7853-492900	Fund Balance	\$ 3,000

Port + Solid Waste
Department

Charles R. Anderson
Department Head

5-28-09
Date

Fox River Trail
Department

W. E. Dowd
Department Head

5-29-09
Date

☒ Approved

☐ Disapproved

Tom King
County Executive

6/1/09
Date

5/29/09
5/29/09

Brown County
Parks

Budget Status Report

5/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 860,129	\$ 353,976	\$ 320,297
Fringe Benefits	\$ 392,780	\$ 163,658	\$ 150,789
Operations & Maintenance	\$ 621,885	\$ 235,348	\$ 225,073
Travel & Conference	\$ 6,000	\$ 2,500	\$ 2,513
Utilities	\$ 147,792	\$ 61,580	\$ 50,680
Contracted Services	\$ 117,700	\$ 49,042	\$ 52,819
Clothing Allowance	\$ 5,380	\$ 2,242	\$ 1,881
Other Expenses	\$ 21,700	\$ 9,042	\$ 19,035
Outlay	\$ 94,000	\$ 164,767	\$ -
Property Tax Revenue	\$ 1,469,391	\$ 588,474	\$ 612,245
Intergov'l Revenue	\$ 163,575	\$ 135,590	\$ -
Public Charges	\$ 282	\$ 117,500	\$ 47,640
Intergov'l Charges	\$ 111,300	\$ 46,375	\$ 45,623
Miscellaneous Revenue	\$ 276,200	\$ 115,084	\$ 211,449
Fund Balance Applied	\$ 80,500	\$ 43,542	\$ 10,000

HIGHLIGHTS:

Expenditure and revenues on track to meet year end budget goals

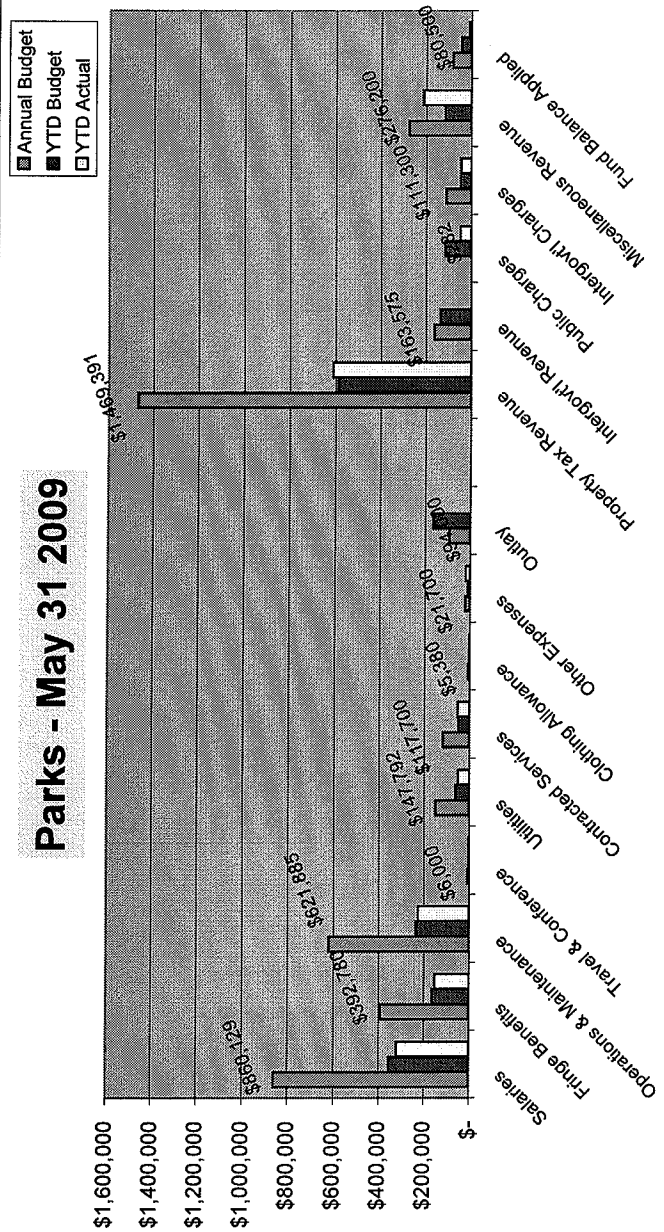
Expenses:

Total expenditures to date: \$823,087

Revenues:

Total revenues to date: \$926,777

Parks - May 31 2009



Director's Report

Facility & Park Management

May 2009

Marv Hanson

Fairgrounds

- Park security, Park inventory & daily campground monitoring
- Host Sport festival, weekly dog training for Packerland Kennel and the 4H Tailwaggers, Horse Show, Rodeo
- Process equipment & vehicle maintenance work orders
- Plant flowers in garden
- Safety training

Neshota Park

- Cleaning, security checks and Park inventory
- Removal of several trees from Park and trails after strong winds
- Planted flowers in garden
- Install restroom partitions
- Install drinking fountain in shelter

Way-Morr Park

- Cleaning, security checks and Park inventory
- Host weekly shelter reservations

Lily Lake

- Cleaning, security checks and Park inventory
- Boat launch collection and enforcement
- Catholic Nights planted flowers 12 volunteers 24 hours
- Repairs to fishing dock, picnic tables and signs from vandalism
- Boy Scout troop cleaned up 15 volunteers 30 hours

Wrightstown Park

- Cleaning, security checks and Park inventory
- Boat launch collection and enforcement
- Weekly grass cutting and grounds maintenance

Fonferek Glen

- Cleaning, security checks and Park inventory
- Monthly sign inventory checklist

Matt Kriese
Barkhausen
<ul style="list-style-type: none"> • Various training sessions • State water testing completed • Grounds work began-mulching, mowing, weeding, etc. • Animal husbandry duties • Building cleaning
Special Events or Programs
<ul style="list-style-type: none"> • Hosted Green Bay Duck Club and Brown County Conservation Alliance Meetings • Outdoor Education programming 898 attendees • Public "Frog Hunt" programs 138 attendees • After school programs 56 attendees • Bird house checks 2 volunteers, 12 hours
Suamico Boat Launch
<ul style="list-style-type: none"> • Fee collection and enforcement • Grounds work began-mulching, mowing, weeding, etc. • Restroom cleaning
Fox River Trail
<ul style="list-style-type: none"> • Weekly trail inspections • Blow trail • Pass enforcement and fee collection • Grounds work began-mulching, mowing, liquid edging • Drag trail south of Greenleaf to remove horse divits • Adopt-A-Trail litter pick up 89 volunteers, 74 hours • Friends of the Fox River clean up 3 attendees, 6 hours
Mountain-Bay Trail
<ul style="list-style-type: none"> • Weekly trail inspections • Blew trail as necessary • Dragged trail to level • Pass enforcement and fee collection • Grounds work began-mulching, mowing, liquid edging • Maintain dog waste stations • Adopt-A-Trail litter pick up 18 volunteers, 26 hours
Devil's River Trail
<ul style="list-style-type: none"> • Completed pre-trail inspection

<u>Rick Ledvina</u>
Bay Shore Park
<ul style="list-style-type: none"> • Removed several loads of leaf material out of Park • Continued to cut up downed wood for sales in campground • The Huber Crew prepared over 500 bundles of firewood • The campground filled the Wednesday before Memorial Day • Camping has been very good so far this season and it seems the economy hasn't affected the use of the Park.
Brown County Park/Pet Exercise Area
<ul style="list-style-type: none"> • Answered many questions about the area • Replaced gates and locking mechanisms • Security checks of the facility on a regular basis to maintain the integrity of the Park • We built and installed several containers for holding bags for dog waste removal • The well is in the process of being rebuilt depending on the money raised
Pamperin Park
<ul style="list-style-type: none"> • The entire grounds is up and running. The Gazebo is in full bloom and several shrubs were replaced from deer damage over winter. All of the other gardens were planted and wedding season is in full stride. • Staff attended several sessions for safety training • The Park continues to generate huge numbers with an average of ten busses a day the last two weeks of May • Weekends continue to be very busy with all lots full and a continuous flow of traffic in and out • The Huber Crew installed a new fence line for the managers residence (a budgeted item)
VandeHei Property
<ul style="list-style-type: none"> • Security checks of the facility on a regular basis to maintain the integrity of the Park
Wequiock Falls
<ul style="list-style-type: none"> • Security checks of the facility on a regular basis to maintain the integrity of the Park • The Huber Crew and Park Ranger Matt Nilson started installation of the overlook at the base of the falls and we will finish in June
Brown County Golf Course
<ul style="list-style-type: none"> • The trails were closed and we removed all equipment from the course
<u>Jon Rickaby</u>
Reforestation Camp
<ul style="list-style-type: none"> • Completed 127 work orders • Routine Park and Zoo maintenance and grounds upkeep • Building rentals • Mulched the MAR-AN-DOL area • Mowed all trailhead and the septic area • Mountain Bike race with 250 people - \$2100 donation • All Park and Zoo equipment maintenance • 20 wood duck houses build by the Boy Scouts • Buffer strip signs and plantings installed • Utility vehicle drive clutch replaced under warranty • Mowed animal exhibits

- Zoo and Park annual building inspections completed
- Renovated the llama yard area fencing
- Park and Zoo semi annual security and extinguisher preventatives completed
- Generator annual testing was completed
- Picked up more church pews for the Zoo
- All Park and Zoo inspections
- Installed a rope fence by the giraffe building
- All Zoo and Park building and grounds maintenance during the school tour session
- Constructed and dismantled wattles crane fencing
- Removed all trees for the construction of the Zoo Mayan Food Building
- Repaired a Zoo slushy machine
- Continued to organize the Park and Zoo MSDS sheets

Rifle Range

- Administration, maintenance and upkeep

MEMORANDUM OF UNDERSTANDING

NOW COMES Ellie's Fund Committee, hereinafter "EFC" and Brown County Facility and Park Management, hereinafter "the County" and sets forth the following Memorandum of Understanding, hereinafter "MOU" pertaining solely and exclusively to the terms and conditions surrounding the implementation of and subsequent transfer of the real estate improvement (children's memorial garden) hereinafter known as "Elliana's Garden" located at Pamperin Park, hereinafter the "facility"

TERMS

Purpose of Agreement

The purpose of this agreement is to:

1. Establish the approval for allowing Elliana's Garden to be constructed at Pamperin Park, a county-owned facility operated by Brown County Facility and Park Management.
2. Identify the terms and conditions under which Elliana's Garden can be constructed.
3. Identify responsibility for construction costs.
4. Address all issues pertaining to the transfer of Elliana's Garden from EFC to the County.
5. Identify operational and maintenance responsibilities.
6. Identify a process to provide for future improvements and upgrades.

Approval and Duration of Agreement

1. The County does grant, solely and exclusively for the purposes of the establishment of a children's memorial garden by EFC, all permissions necessary for the establishment of said garden upon the following conditions:
 - a. The garden will be located at Pamperin Park on the west bank of the Duck Creek River on the north side of the swing bridge as indicated in Attachment "A".
 - b. For the duration of the materials used.
 - c. Until such time as the County is no longer in possession of the real property upon which the garden is located, thereafter the terms of such use shall be solely and exclusively at the discretion of the new owner.
2. The duration of the garden project will be from the ground breaking to the completion of project indicated by the ribbon cutting ceremony. At this time the garden will become the property of the County and become part of the Brown County Park system.

Implementation

1. The County will designate a contact person for EFC. The County contact shall be notified at least 2 days prior to any services being performed by EFC.
2. EFC will designate a contact person who shall represent the organization in all matters pertaining to the services and materials to be rendered under this MOU and through whom all activities can be coordinated.
3. The garden must conform to all federal, state and local code that may pertain to public facilities including but not limited to handicapped accessibility.

4. Any necessary federal, state or local permits will be procured by EFC before the commencement of construction and copies of these permits presented to the County 30 days before construction begins.
5. All required storm water management practices will be adhered to during construction of this garden.
6. The garden shall be installed in following standard landscape construction standards.
7. Garden will be designed to allow for minimum maintenance of plantings, walkways and other landscape aspects.
8. The garden design plan and specifications will be presented to the County at least 14 days prior to the commencement of the installation. In the event the County feels such planned installation is insufficient, the County may request that additional measures be implemented to complete installation to the satisfaction of the County.

Terms of Transfer

1. The EFC's construction of said garden was at all times done with the intent of transferring the facility to Brown County with the objective being public use.
3. EFC will provide all materials, labor and services without cost to the County to establish Ellie's Garden. This will include all plant material, walkways, physical structures and other landscaping improvements necessary to establish a public garden.
4. EFC agrees to transfer the garden and any and all warranties on any physical structures and labor where applicable.
5. Upon execution of this document and final installation of Ellie's Garden on County property, all interest in said garden will hereafter be forfeited by EFC.
6. EFC hereby states and attests that there, at the time of the transfer, exist no outstanding debts or liens against the facility. EFC agrees to satisfy any liens or debts owed as a result of the construction of the garden, either known or unknown at the time of the execution of this document.
7. EFC shall have the right to publicize and affirm through documentation the donation of the garden to the County
8. Upon execution of this document, The County does acknowledge full and total possession of the facility and thereafter shall hold EFC harmless for any expenses incurred under such possession.

Operational and Maintenance Conditions

1. The County will allow EFC to assist Park staff in the maintenance of Elliana's Garden to include activities such as weeding, mulching, watering, re-planting, etc. The county would encourage EFC to commit as much time as possible to these maintenance duties.
2. When volunteers are conducting maintenance of this garden, a waiver form shall be signed that contains the information stated in the "Hold Harmless" section #1
3. Any maintenance activities to be performed by EFC will be scheduled and approved by the County prior to commencement.

Future Improvements and Upgrades

1. The County will allow the EFC to perform future improvements such as plant replacements or new plantings, installation of decorative statuary, benches or other "landscaping", etc. to the garden.
2. Any future improvements and upgrades to the garden shall follow all of the terms and conditions listed in this original MOU.

3. Any improvements/upgrades to be performed by EFC will be scheduled and approved by the County prior to commencement.

Hold Harmless

1. EFC hereby agrees to release, indemnify, defend, and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this Agreement by EFC. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
2. If and when volunteers are being used for construction of this garden, a waiver form shall be signed that contains the information stated above in #1.

Insurance

1. EFC shall, at its expense, maintain insurance in full force and effect during the term of the construction phase under this Agreement in such amounts as to meet the minimum limits of liability specified below. The insurance policies shall be:

- a. Comprehensive General Liability with limits no less than \$1,000,000 combined single limit per occurrence. Such insurance shall include endorsements for personal injury and contractual liability.

On the Comprehensive General Liability Brown County shall be named as additional insured to the extent of the liability assumed by EFC in the previous Indemnification and Hold Harmless Article. EFC shall promptly upon execution of this Agreement, furnish to the County appropriate certificates of insurance evidencing coverage for the term of this Agreement. The insurance policies shall be subject to cancellation at the completion of the construction phase under this Agreement upon the transfer of the garden to Brown County.

EFC agrees to insure its property against loss covered by the standard fire and extended coverage policy during the construction phase under this Agreement, and hereby waives all claims against the County for loss or damage to the property. This waiver includes insurance deductibles and all other forms of self-insurance, and extends to EFC directors and volunteers.

The Certificate of Insurance shall be delivered to Brown County Facility and Park Management for approval prior to the execution of this MOU.

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Request for Proposal (RFP)

For

Fox River Trail

Design Services

Project # 1370



Response Deadline

**August 10, 2009
4:00pm Local Time**

To:

Brown County Purchasing Department

Tentative Project Timeline

July 9, 2009	RFP Submitted to Ed & Rec Committee for Recommended Approval to Post
July 15, 2009	RFP Submitted via Ed & Rec Committee for County Board Approval
July 20, 2009	RFP Posted
July 28, 2009	RFP Questions from potential Vendors due to Purchasing Department
July 31, 2009	Answers to RFP questions posted to Brown County website via Addendum
August 10, 2009	RFP Responses Due to Purchasing Department.
August 11-14, 2009	RFP Review time for Selection Committee
August 17-21, 2009	Possible Interviews if required by Selection Committee
August 28, 2009	Final Selection & Contract award

I. RFP Response

Vendor shall provide the response to this RFP with major sections separated by tabs or dividers. A table of contents shall provide definition to the sections. The binder shall be of such size as to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

The vendor shall provide one (1) original and three (3) exact clearly marked copies of proposal, each an exact duplicate of the original. The original shall be signed by an authorized employee of the company and be clearly marked on the outside front cover as such.

The response shall include at a minimum, the following:

- Cover Letter signed by authorized employee of the company
- Complete detailed description of services to be offered
- Cost sheet (Attachment B)
- Additional supplemental materials as desired to enhance the proposal

Proposals will be opened and recorded on August 11, 2009 in the Brown County Purchasing Department.

All potential suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Brown County. Brown County reserves the right to cancel any order or contract for failure of the successful supplier to comply with the terms, conditions and specifications of the bid proposal and/or contract.

II. RFP Due Date:

All proposals are due to Brown County Purchasing no later than **4:00 p.m. Local Time Monday August 10, 2009**. Submit in a sealed envelope marked "Project 1370 Fox River Trail Design Services". No proposal may be faxed or e-mailed. No proposal may be withdrawn for ninety (90) days. Pricing is to remain firm for ninety (90) days from date of bid/proposal due date.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

All questions related to this RFP must be in writing and received by the Brown County Purchasing Department no later than **4:00 p.m. Local Time July 28, 2009** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Project #1370 Fox River Trail Design Services". Phone call and faxed questions will not be accepted.

Answers to all written questions will be answered in the form of an addendum and entered on the Brown County web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) on **July 31, 2009 no later than 4:00 p.m. Local Time**. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Selection results will be posted on Brown County web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

III. Payment Terms:

Be advised that by accepting this order/contract the vendor agrees and understands that payment will be made by the county within 30 days of the receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later, with exception of a good faith dispute. See Wisconsin Statute 66.0135.

IV. Other

Rejection of proposals: Brown County reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this proposal, to waive or permit cure of minor

irregularities, and to conduct discussions with all qualified suppliers in any manner necessary to serve the best interest of Brown County.

Brown County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal opening.

No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Contractor verification prior to award: Contractor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

V. State of Wisconsin Requirements:

This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), Wis Stats, or national origin.

VI. Selection Criteria

Proposals will be reviewed and scored by a selection committee set up by the County. Award of the contract will be based upon committee recommendation after evaluation of proposals per the criteria identified in attachment C. Proposals will be ranked based on scores and the top scoring proposals *may* be invited in for an interview.

VII. Attachments:

- A. Scope of Work
- B. Cost Sheet
- C. Scoring Sheet
- D. Reference Sheet
- E. Addendum Sheet
- F. Appeals
- G. Insurance Requirements

Attachment A

Scope of Work Project # 1370

DESIGN SERVICES – FOX RIVER TRAIL

- I. GENERAL** – Prepare and submit a proposal for design services for work along the Fox River Trail. The construction of this project will be funded through the American Recovery and Reinvestment Act of 2009 for Transportation Enhancement.
- II. SCOPE OF WORK** – Perform design services in accordance with State and Federal regulations for a project on the Fox River Trail in the Town of Rockland, Wisconsin between Rockland Road and Midway Road.
 1. Design work must follow WisDOT Facilities Development Manual for State Let projects.
 2. Design work will include but may not be limited to;
 - a. Pavement Design Report
 - b. Programmatic Environmental Document
 - c. Design Study Report
 - d. Plans, Specifications and Estimates
 3. No new right-of-way will be required.
 4. Utility coordination for non-Trans 220 projects will be required.
 5. The proposed project for which design services are required will entail resurfacing approximately two miles of existing gravel trail with asphalt overlay and 2 foot aggregate shoulders and installing approximately 1200 feet of railing.
 6. County will provide as-built plans for original trail construction which includes pavement and gravel cross-section views.
 7. Final Design Services must comply with all WisDOT requirements and shall be completed and submitted to WisDOT and the County by **December 1, 2009**.

Attachment B

**Cost Sheet
Project # 1370**

Total Cost for Design Services: \$ _____

Vendor information:

Company Name: _____

Minority Business (Yes or No): _____
For statistical purposes only

Woman Owned Business (Yes or No): _____
For statistical purposes only

Contact/Project Manager: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Date: _____

Comments: _____

Attachment C

Proposal Scoring Project # 1370

All information submitted will be reviewed by a selection committee. Preferred vendor(s) will be selected based on the scoring criterion identified below. If determined necessary by the selection committee, finalists *may* be scheduled to appear before an interview panel. Any interviews will be at the vendor's expense. Those appearing for an interview shall be prepared to discuss their approach to this agreement with the selection committee.

Scoring Criterion

Specifications	Percentage
1. Cost	40
2. Organizational/Staff Capabilities and Qualifications	25
3. Experience on Similar Projects	15
4. Performance Requirement	10
5. Project Schedule	10
Total Points	100

Evaluation Factors: The evaluation factors to be used in proposal scoring are described below:

Cost – Identify and list all costs associated for the design services requested in this document.

Organizational/Staff capabilities and qualifications – Describe firm's experience and capabilities of providing design services consistent with WisDOT's requirements for State Let projects. Describe education and work experience for each of key staff who would be assigned to the project.

Experience on similar projects – Describe the firm's experience and capabilities of providing design services that will need to be performed in accordance with the WisDOT Facilities Development Manual particularly related to recreational trail development. Describe these similar experiences including for whom the work was done, the type and scope of the services provided and dates the work was done.

Performance Requirement – Describe your firm's availability and capability to meet the mandated completion date. Include any scheduled workloads that may present a conflict with this project.

Project Schedule – The proposal shall include a proposed project schedule identifying key tasks and the completion dates. Design Services for the construction project shall be completed no later than **Dec. 1, 2009**.

The County will consider only responsive and responsible vendors. Responsible criteria may include, but is not limited to, financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements as described herein. The County may also consider references, information obtained from background checks, and any information submitted or otherwise obtained by the County to make this determination.

The County may decide not to award a contract to vendor(s) if the owner and/or interpreter providing the services has any criminal convictions, been convicted of any crime that impugns honesty or integrity, has unsatisfied tax or judgment lien, or convicted of any other crime that may interfere with providing suitable services as described herein and/or as determined by the County.

The recommendation for award shall be based upon the proposal, which represents the most advantageous overall response for Brown County, all factors considered.

Attachment D

**Reference Data Sheet
Project #1370**

Provide a current list of references. The references provided should be for services provided from the office that would be servicing this contract.

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Agency: _____
Address: _____
Telephone: _____
Contact Person: _____

Attachment E

**Addendum Sheet
Project #1370**

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature

Date _____

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment F

Appeals Project #1370

To: Vendors

RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600.

Insurance Requirements

Project #1370

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative.

- | | | | | | |
|---------------------|---|---------------------|---|--|-----------------------|
| (1) | <p>Worker's Compensation Insurance and Employers Liability.</p> <p>State Statutory workers' compensation Limits</p> <p>Employer Liability, \$100,000 each accident.</p> | | | | |
| (2) | <p>Comprehensive General Liability (Occurrence Form).</p> <ul style="list-style-type: none"> • Products and Completed Operations • Personal Injury and Advertising Liability • Independent Contractors/Protective <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Limits of Insurance</td> <td>\$1,000,000 per occurrence</td> </tr> <tr> <td></td> <td>\$1,000,000 aggregate</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence | | \$1,000,000 aggregate |
| Limits of Insurance | \$1,000,000 per occurrence | | | | |
| | \$1,000,000 aggregate | | | | |
| (3) | <p>Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limits of Insurance</td> <td>\$1,000,000 per occurrence for bodily injury and property damage.</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. | | |
| Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. | | | | |
| (4) | <p>Excess/Umbrella Liability.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limit of Insurance</td> <td>\$1,000,000 per occurrence</td> </tr> </table> | Limit of Insurance | \$1,000,000 per occurrence | | |
| Limit of Insurance | \$1,000,000 per occurrence | | | | |

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability

arising out of activities performed by or on behalf of the vendor/contractor: products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract.****

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